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Catalogue

. . . of the

Elkhart Institute,

Elkhart, Indiana.

1896.

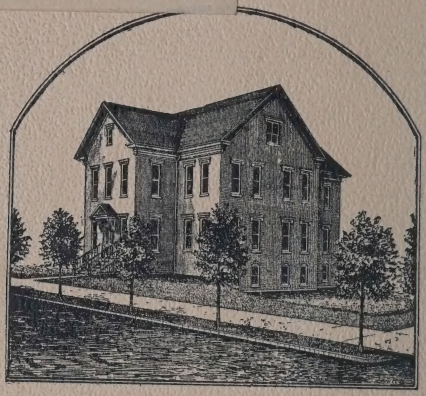
GOSHEN COLLEGE

DONATED BY

J. S. Ebersole

Goshen

Ind



ELKHART INSTITUTE.

Established August 21, 1894.

Incorporated June 13, 1895.

LIBRARY.

Catalogue

OF THE

Elkhart Institute,

ELKHART, IND.

Announcements for 1896-97.

Calendar for 1896-'97.

Fall Term opens . . . . . August 25, 1896
Fall Term closes . . . . . October 30, 1896

First Winter Term opens . . November 3, 1896
Christmas Vacation . December 25 to January 1, 1897
Studies Resumed . . . . . January 4, 1897
First Winter Term closes . . . January 15, 1897

Second Winter Term opens . . January 19, 1897
Second Winter Term closes . . . March 26, 1897

Spring Term opens . . . . March 30, 1897
Spring Term closes . . . . . June 4, 1897

Normal Term opens . . . . . June 8, 1897
Normal Term closes . . . . . July 30, 1897

Fall Term opens . . . . . August 24, 1897
Fall Term closes . . . . . October 29, 1897

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LIBRARY.

GOSHEN COLLEGE
LIBRARY.

Corporation.

OFFICERS.

J. S. Coffman	President.
F. W. Brunk	Vice-President.
J. S. Hartzler	Secretary.
Herman Yoder	Treasurer.

BOARD OF TRUSTEES.

(Term of office expires in 1897.)

D. J. Johns	Goshen, Ind.
F. W. Brunk	Elkhart, Ind.
Herman Yoder	Elkhart, Ind.

(Term of office expires in 1898.)

J. S. Hartzler	Elkhart, Ind.
Dr. H. A. Mumaw	Elkhart, Ind.
J. S. Coffman	Elkhart, Ind.

(Term of office expires in 1899.)

Noah S. Hoover	South West, Ind.
John O. Martin	Elkhart, Ind.
C. P. Yoder	Goshen, Ind.

Instructors.

WILLIS E. TOWER, Principal,
Higher Mathematics, Natural Sciences.

FRANK E. KNOPF,
Literature, Ancient and Modern Languages.

JONAS S. HARTZLER,
German, Bible History and Geography.

*REUBEN M. CAMPBELL,
Pedagogy, Psychology and Methods.

THOMAS P. LHAMON,
Book-keeping, Commercial Law, Stenography.

ABRAM B. KOLB,
Advanced Chorus, Oratorio.

† _____

Rudiments of Music, Class Drills.

* During Summer Normal, 1896.

† To be supplied.

The Elkhart Institute.

HISTORY.

For many years a number of thoughtful members of the Mennonite denomination have felt keenly the loss to their church of great numbers of young people who received an education in high schools and colleges. In examining into the cause it was easy to conclude that those societies which care for and educate young people are most likely to win and hold them as members. Believing every parent and every society to be responsible for the education as well as the moral training of the children which Providence has entrusted to them, the idea was conceived by this people of founding an institution for higher education to be under the control of members of their own denomination.

Accordingly, in the summer of 1894, H. A. Mumaw, M. D., with the encouragement he received from a number of the citizens of Elkhart, organized the Elkhart Institute. The school was successfully continued for one year with an able corps of teachers, as his own property, under his personal supervision. In the spring of 1895, the Institute was incorporated under the laws of the State of Indiana and a Board of Trustees elected. The school was continued by the Board in rented rooms in the business part of the city till February 1896, when it was removed to the commodious new building erected expressly for its use. With increased advantages and an encouraging attendance it continued throughout the school year with gratifying success.

The school will soon enter upon its third year on a more permanent basis than it has known heretofore. Its managers, as in the past, are determined to leave nothing undone that may minister to its success. They have the assurance that its former friends and patrons are using their influence in every way to second the efforts of those who have it in charge.

AIMS.

The mission of the Elkhart Institute is to furnish the best possible opportunities to young men and women to prepare themselves for making the most of life, that they may attain to the highest usefulness.

The Board and teachers will do their utmost to better qualify men and women for every relation in life—the home, the farm, the school room, the counting-house. It is their aim to train them to the exercise of clear, independent thought; to cultivate in each his own individuality; by original investigation to lead to the acquirement of knowledge which gives power. More than this, it is the aim to aid the young mind in attaining to wisdom, without which knowledge fails to be a blessing. The highest object is, by precept and example, to bring young people under the influence of the "wisdom that is from above."

EDUCATION OF TEACHERS.

Special attention is given to the Academic Course. The constant demand, however, for well trained teachers requires that we give advantages to those desiring to become teachers, and to those who are already teachers and wish to become better qualified. To meet this demand the courses of study are so arranged that normal work is done throughout the school year. During the Review or Normal Term, a teacher of ability and experience in this particular line devotes his entire time to the interest of this class of students. Aside from the regular work in the branches designed to aid

teachers, there is a Teachers' Training Class, the object of which is to give methods of presenting all the different subjects, especially in primary work. This class is under the charge of the Normal teacher.

RELIGIOUS INFLUENCE.

The lack of proper moral and religious influence in many schools is in a large measure what has called the Elkhart Institute into existence. It is, therefore, in place to state the belief of its managers, that intellectual training, apart from morality and religion, only renders its possessor more harmful to the community, and that the influence of the church upon education is a wholesome one in the building of character. One of the most prominent features of the school is the effort to impress upon its students the claims and benefits of a Christian education. The daily devotional exercises, which each student is required to attend, will combine, in some measure for all the students, practical Christian teaching with intellectual training. The Bible department will afford special advantages in this line to the students who take this course of study. The aim is not to be sectarian in any sense, but to be positively and emphatically Christian in administration and work.

LOCATION.

Elkhart, with a population of fourteen thousand inhabitants, is situated at the junction of the St. Joseph and Elkhart Rivers, one hundred miles east of Chicago, and is one of the leading commercial and manufacturing centers of Northern Indiana. It is easily reached from all points, being located on the Lake Shore & Michigan Southern, Big Four, and Elkhart & Western Railroads, and is surrounded by as beautiful and fertile a section of country as can be found anywhere in the West. The natural drainage is excellent, and the health of the city compares favorably

with the best in the state. It has the modern improvements of large cities—excellent cement sidewalks, paved streets, waterworks, electric lights, and street cars. All the leading churches are represented. Three weekly and two daily newspapers are sustained.

The Elkhart Institute Association has erected the first building in the city for school purposes, aside from the public schools. It is situated within the southern borders of the city limits, ten minutes' walk from the Lake Shore & Michigan Southern Railway depot, in a desirable neighborhood, among the pleasant homes of Christian people. The building is substantially constructed, well lighted and heated, supplied with water and gas, and conveniently arranged. These facts, together with the small expense of living here, make it a very desirable location for a literary and industrial institution. All students of good moral character, regardless of their religious beliefs, who can be accommodated with the curriculum of the Elkhart Institute, are cordially invited to attend.

Academic Department.

PREPARATORY COURSE.

Many young people desire a year's work in careful study of the common branches. To accommodate these, the Preparatory Course has been arranged.

Other students, in the Teachers' and Scientific Courses, wish to take some of the common branches in connection with their more advanced work. Grammar, Geography, and Arithmetic are taught with special reference to this class of students. The work in Arithmetic continues throughout the year. Grammar is given three terms; Geography, U. S. History, and Physiology two terms each. In connection with the studies of each term, work in Reading or English is taken up. During the first term Orthography is studied; Reading, English, and Dictation Drill in Punctuation follow in the succeeding terms. The students in this and the other courses may also take, during each term, work in Orthography and Dictation Drill in Punctuation by attending the class in these subjects held each term for the benefit of the Commercial students.

In addition to the regular studies, three or four drills are required each term. Theme, or essay writing and debating continue throughout the year.

An account of the work included in each drill will be found further on.

Two terms' work in Penmanship and Vocal Music are required.

COMMON BRANCHES.

There is a demand for training in the common branches every term in the year. Realizing the importance and value of this phase of the work, and noting the difference in ability, training, and knowledge among the students in attendance, the work in these subjects is made as largely dependent on the individual as possible, adapting and varying the work to meet the wants of different classes.

THEME WRITING.

Many young people, who are bright in most respects, lack the ability to express their ideas accurately and readily in writing.

The work kept up two years, as required of each student here, gives variety in subjects and sufficient practice so that the average student acquires the habit of putting his thoughts readily and concisely into writing. It has been well said, "A drop of ink may make a million think;" but to do this, the written words must aptly and accurately express the thought. To think with the pen becomes a habit only through practice.

During each year a minimum of ten themes is required. The subjects vary; live topics of the day, biography, news, reviews, and imaginative composition are some of the subjects included.

The method pursued with each theme is, as follows: The subject assigned is outlined and suggestions are given concerning the preparation of the papers; the themes are written and handed to the instructor who corrects and returns them at a special meeting of the class where the papers are criticised and suggestions made for improvement.

DEBATING.

This includes the general work of the Literary Society. Critical attention is given to the preparation and delivery

of original compositions, declamations, discourses, etc. The main Literary Society meets on Friday evening of each week.

Literary work is one of the most helpful features of school life because here individual meets individual, mind is measured against mind, and the training received fits the student for the practical duties of life.

An account of the work in Penmanship and Vocal Music will be found in their respective departments.

TEACHERS' COURSE.

This course is designed especially for those who wish a year's work in the subjects which will best fit them for teaching.

While it is desirable that some knowledge of the leading subjects be possessed by the students pursuing this course, the work has been so arranged that those taking up for the first time Physiology, Psychology, and Botany, can work to good advantage.

The course is broad, making a good foundation for the Scientific Course outlined further on. It will also serve as a preparatory course for those expecting to take an extended college course.

The work as outlined includes work in Mathematics for fifty weeks; forty weeks in Theme Writing and Debating; twenty weeks each in Rhetoric, Psychology, Penmanship, and Vocal Music; ten weeks in reviewing Physiology and U. S. History; and ten weeks' work in Civil Government and Botany.

Although considerable ground is covered, the work done is thorough, being adapted especially to the needs of teachers.

The course is more difficult and requires more application and study than the Preparatory, of which it may be considered a continuation. It leads the student up to the two year Scientific Course.

MATHEMATICS.

Arithmetic, Algebra, Geometry, and Trigonometry are taught.

In Algebra, the work completes "Wentworth's School Algebra" through Quadratic equations. It is given three terms.

Geometry is studied one term, beginning with the spring term. The work as outlined includes Plane and Solid Geometry. The subject is completed in the first year of the Scientific Course.

Trigonometry is taught during the second winter term to those who may desire it.

BOTANY.

Botany is given ten weeks during the spring term. The following order is observed in the study, specimens being used at each class recitation: buds, roots, stems, leaves, flowers, fruit, seed, and the structure, food, and work of plants. Careful notes and drawings of the term's work are required. With an average season the analysis of fifty plants is necessary to obtain credit in the subject. The revised edition of "Gray's School and Field Botany" is used as a text.

PHYSIOLOGY.

Physiology is taught regularly in the fall term of the Teachers' Course. "Martin's Human Body" is used as a text. For illustration, specimens are often examined; as, eyes, bones, muscles, joints, and various tissues, so that correct ideas of the body, its organs and functions may be obtained. Charts, slides, prepared specimens, and a powerful compound microscope complete the equipment.

PSYCHOLOGY.

This subject is perhaps to the average teacher the most important of the course. It is given twenty weeks during the winter and spring terms. A complete outline of the subject of mental philosophy is presented. The course is made practical; much oral work is done. The object is to give those pursuing this course not only the principles of the science but their application to the work of teaching.

ORTHOGRAPHY AND DICTATION.

An important part of a business or liberal education is the acquirement of such a practical knowledge of spelling and the rules of punctuation and capitalization, that correct spelling and punctuation become a habit. Therefore extended drills in these subjects are made a part of the work of each student who is not proficient in this direction.

Method.—Three or four sentences are assigned to the class daily, in connection with the work in orthography. These are written and exchanged for examination. Individual students are required to give the position of each capital or mark of punctuation together with the rule or principle governing its use.

Three terms by the average student is usually sufficient to gain a knowledge of the use of punctuation marks and to acquire the habit of using them readily and accurately.

RHETORIC.

This subject is treated more upon its practical than its theoretical side, by presenting to the student those facts and principles of the subject that will "work their way down out of his mind into his tongue and fingers, enabling him to speak and write the better for having studied the subject."

Much application of principles is required in the work of theme writing which extends throughout the year.

SCIENTIFIC COURSE.

The Scientific Course continues two years. It aims to give proficiency in History, Science, and Language, together with work in other studies that are necessary to form a liberal education.

A careful study of General History is made through five terms. This is followed by History of Civilization, Logic, and Political Economy.

In Mathematics, Geometry is completed; Trigonometry and Conic Sections may be taken up.

Physics, Geology, and Astronomy constitute the science work for the first year; Chemistry, Zoology, and Botany the second.

The course provides for the study of Latin and German. One year may be taken in each, or one language may be pursued through both years. The course, as arranged, follows the Teachers' Course with which it makes a good three year course, or with the Preparatory a four year course.

GENERAL HISTORY.

Myers' is used as a text book. The chief events and movements of history are presented in their relations to one another. Much attention is paid to tracing the causes leading to the rise, growth, and decline of nations and individuals.

Careful notes and much outside reference work is required of each student.

LOGIC.

In this subject, while due regard is paid to the theoretical side, much practical oral work is done to detect the fallacies in unsound reasoning.

POLITICAL ECONOMY.

This important subject is presented during the closing term of the course when the student may bring all his

knowledge of history and of the development of the race upon the problems of Political Economy.

The topics given most attention are those of Supply and Demand, Capital and Labor, Values, Division of Labor, and Money.

PHYSICS.

Two terms are given to the study of this subject. At present the work consists mainly of text-book recitations. Apparatus is available so that many points of the subject are suitably illustrated before the class. Students are encouraged to perform as much individual experimental work as their time admits.

CHEMISTRY.

It is expected that a well-equipped laboratory will be fitted up during the present year, so that the students taking this subject may gain an experimental as well as theoretical knowledge of the subject. It is taught during the first two terms of the Second Year Scientific Course.

ASTRONOMY.

During the spring term of the First Year Scientific Course, Astronomy is studied. The principles and facts of Descriptive Astronomy are developed. An average of one evening each week is to be spent in observing the appearance and position of the planets and constellations visible at this season.

GEOLOGY.

This subject is taught during two terms, the third and fourth, in the First Year Scientific Course. The object of the study is to gain a knowledge of the structure and past history of the earth.

Practical work is done in examining specimens and in making several trips for the purpose of observing geological facts.

ZOOLOGY.

By the use of specimens, sketches of dissections, etc., Zoology is made as practical as possible. Subjects are assigned and carefully prepared essays required of each member of the class. The subject is studied during the third term of the Second Year Scientific Course.

ENGLISH LITERATURE.

A careful study of representative authors and their masterpieces is the leading feature of the work.

Notes are kept and at least two essays a term on assigned subjects are required of each student.

THE "THESIS"

required at the end of the course is a theme from fifteen hundred to five thousand words upon a line of research or on some subject assigned the student at the close of the first term of the last year.

LATIN—FIRST YEAR.

1st term	Coy's Latin Lessons.
2d "	" " "
3d "	Cæsar De Bello Gallico.
4th "	" " " "

LATIN—SECOND YEAR.

1st term	Cicero, Selected Orations.
2d "	" " "
3d "	Virgil, Æneid.
4th "	" "

Beginning classes in Latin will be started in the first and third terms each year and at any other time when a sufficient number desire to take up the study.

Classes are formed to accommodate students who wish to review rapidly the First Year in Latin, or Cæsar.

Our aim in the first year of Latin study is to give such drills in the vocabulary and in the inflectional forms and in the general principles of Grammar as shall enable the student to read Latin readily at sight and prepare him for

deeper research in the field of Roman language and literature later.

The study of Latin is urged upon all students who expect to take an extended course of study. The English language has so enriched its vocabulary from sources of the Latin language—especially in the case of scientific and technical terms—that knowledge of the Latin seems almost indispensable for a practical mastery of the English. It is generally conceded, too, that no study is of more value for mental discipline than the study of some other language than one's mother-tongue. There is none better for this purpose than Latin.

Students just entering the Institute, especially those having a fair knowledge of English Grammar, would do well to consider the matter and consult with teachers about beginning the study of Latin at once.

GERMAN.

The growing demand for instruction in German has prompted us to give this language special attention. We avoid the mistake so frequently made, of teaching German phrases, and speaking English. In a comparatively short time after the study is begun the entire conversation, during the recitation, is in German. Thus the student is enabled, not only to read, but to speak, and what is more important, to think in that language.

When sufficient progress is made, standard German texts are taken up. These are followed by studies of some of the German Classics.

PREPARATORY COURSE.

(First Year.)

FIRST TERM—TEN WEEKS.

STUDIES.	DRILLS.
Arithmetic.	Penmanship.
Geography.	Letter Writing.
Grammar.	Debating.
Orthography.	Themes.

SECOND TERM—TEN WEEKS.

Arithmetic.	Penmanship.
Geography.	Letter Writing.
Grammar.	Debating.
Reading.	Themes.

THIRD TERM—TEN WEEKS.

Arithmetic.	Vocal Music.
Grammar.	Debating.
U. S. History.	Themes.
Physiology.	
English.	

FOURTH TERM—TEN WEEKS.

Arithmetic.	Vocal Music.
Physiology.	Debating.
U. S. History.	Themes.

Dictation Drill in Punctuation.

FIFTH TERM—EIGHT WEEKS.

Review of Common Branches and Normal Work.
Drill—Vocal Music.

TEACHERS' COURSE.

(Second Year.)

FIRST TERM—TEN WEEKS.

STUDIES.	DRILLS.
Arithmetic.	Penmanship.
Grammar.	Themes.
Physiology.	Debating.
Orthography.	

SECOND TERM—TEN WEEKS.

Algebra.	Penmanship.
Rhetoric.	Themes.
U. S. History.	Debating.
Reading.	

THIRD TERM—TEN WEEKS.

Algebra.	Themes.
Rhetoric.	Debating.
Civil Government.	Vocal Music.
Psychology.	

FOURTH TERM—TEN WEEKS.

Algebra.	Themes.
Geometry.	Debating.
Botany.	Vocal Music.
Psychology.	

FIFTH TERM—EIGHT WEEKS.

Reviews.	Vocal Music.
Pedagogy.	Themes.
Botany.	Elocution.

SCIENTIFIC COURSE.—First Year.

(Third Year.)

FIRST TERM—TEN WEEKS.

General History—Ancient.
Physics, Geometry.
Latin or German.

SECOND TERM—TEN WEEKS.

General History—Ancient.
Physics, Geometry.
Latin or German.

THIRD TERM—TEN WEEKS.

History—Mediæval.
Geology, Trigonometry.
Latin or German.

FOURTH TERM—TEN WEEKS.

History—Mediæval and Modern.
Geology, Astronomy.
Latin or German.

FIFTH TERM—EIGHT WEEKS.

Normal Term.

Botany, Geometry, Algebra.

SCIENTIFIC COURSE.—Second Year.

(Fourth Year.)

FIRST TERM—TEN WEEKS.

General History Completed.
Chemistry.
English Literature.
German or Latin.

SECOND TERM—TEN WEEKS.

History of Civilization.
Chemistry.
English Literature.
German or Latin.

THIRD TERM—TEN WEEKS.

Logic.
Zoology.
English Literature.
German or Latin.

FOURTH TERM—TEN WEEKS.

Botany.
Thesis.
Political Economy.
German or Latin.

Bible Department.

The need of thorough Bible study has, in recent years, become more and more apparent. The Bible being practically ruled out of the common schools, we have taken special pleasure in establishing a course of Bible study that is adapted to the needs of the Sunday school and church workers who attend the Elkhart Institute. In this course we aim at a careful study of the Bible as to its spiritual import, its history, geography, and the circumstances under which it was written.

Since the study of the Bible is a life work, and few students have the money and the time to remain in school long enough to make more than a good beginning, they will receive such instruction as will enable them to study and teach the Bible successfully after they have left school and are following their chosen vocations in life. The course is so arranged that students may devote their entire time to Bible study or take up such parts of it as they will be able to pursue in connection with their other studies. The entire course is thoroughly practical, both as to subject matter and its application to daily life.

Sectarianism is avoided. Diplomas will be given to those who finish the prescribed course. Proper grades from other reputable schools will be considered.

BIBLE COURSE.

(First Year.)

FIRST TERM.

STUDIES.	DRILLS.
Orthography.	Theme and Letter Writing.
Old Testament History.	Penmanship.
General History—Ancient.	Debating.
Study of the Law.	

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SECOND TERM.

Orthography.	Theme and Letter Writing.
Old Testament History.	Penmanship.
General History—Ancient.	Debating.
Study of the Prophets.	

THIRD TERM.

New Testament History.	Theme Writing.
General History—Mediæval.	Debating.
Study of the Prophets.	
Psychology.	

FOURTH TERM.

New Testament History.	Theme Writing.
General History—Modern.	Debating.
Psychology.	
Normal Lessons—Bible.	

(Second Year.)

FIRST TERM.

General History—Modern.	Theme Writing.
German.	Debating.
Acts, and the Apostolic Church.	Outlines.

SECOND TERM.

Rhetoric, German.	Theme Writing.
Four Gospels.	Debating.
History of Civilization.	Outlines.

THIRD TERM.

Rhetoric.	Theme Writing.
Logic.	Debating.
German.	Bible Reading.
Lectures on Bible Subjects.	

FOURTH TERM.

Epistles.	Theme Writing.
German.	Debating.
Political Economy.	
Lectures on Bible Subjects.	

"Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."—*Paul.*

Music Department.

It is the purpose of the Elkhart Institute to make music not merely an ornamental branch of study, but a part of a complete education. The teacher, especially, should have such a practical education in this branch as will enable him to impart his knowledge to others.

CLASS DRILLS.

Arrangements have been made for regular class lessons in Vocal Music. The classes will be in charge of a competent teacher who will give thorough drills and teach a knowledge of the signs and characters used in written music, scales, transposition, and sight-reading. These lessons will be given to the regular students at the Institute without extra tuition.

CHORUS AND ORATORIO.

Classes will be formed for advanced chorus work, and will meet one evening of each week for practice. Not less than one hour will be spent in giving instruction, drills, and rehearsals.

The instruction will include sight-reading, correct breathing, distinct pronunciation, correct intonation, expression, and proper use of the voice.

Thorough training will be given; (1) in Sacred Music —chorals, psalms, and anthems, (2) in choruses of moderate difficulty, (3) in selections from the Oratorios of Mendelssohn, Handel, Haydn, and other Classic Authors. The classes will give public renditions of their work at regular intervals during the year.

Tuition, per term of ten weeks, $1.00.

Students who desire private lessons in Vocal Culture, Piano, Organ, or Theory will have the advantage of receiving instruction from a teacher of rare attainments in these studies. Terms, per lesson, 50 cents.

Expenses.

Many of the young people who conscientiously believe that a liberal education is necessary to their highest usefulness in life are persons of limited means. With them the question frequently arises, "How can I meet the necessary expenses of a higher education?" The high grade of instruction and the comparatively small outlay of money required at the Elkhart Institute go a long way toward answering this important question, as will be seen by the following table of rates.

TUITION.

One term of ten weeks, in advance,	$ 8.00.
Two terms of ten weeks each, in advance,	15.00.
Three " " " " " " "	22.00.
Four " " " " " " "	28.00.
Per term, extra, for penmanship	.50.

These rates admit students to all classes except those in the Commercial and Stenographic Departments. Rates of tuition, etc., for these departments will be found on another page.

BOARD AND ROOMS.

Board in the Institute Boarding Hall, per week,	$1.50
Furnished room in private families " "	.50
Board and room " " " " "	3.00

Further particulars concerning board and rooms will be found under the head of General Information.

Commercial Department.

"The purpose of Education is to fit its recipient for life, to train youth for his work, and generally to make him adequate to any probable emergency. Education which does not include training in the art of procuring the means of living, surely does not fit its subject for life."

What then shall our young men and women be taught? Knowledge of all kinds may be desirable, but there are many things which it is more important to know than others. The most practical question of to-day is not whether this or that science is worth knowing, but whether it is the thing the young man or woman needs to learn,—is it next in importance to what they already know?

As we cannot learn everything, as indeed only a few can be variously and profoundly learned, we insist that the pupil shall be educated on the basis of what the world knows to-day, rather than what it knew five or ten centuries ago.

The fundamental ground-work of all our instruction consists in a thorough mastery of all the elementary branches. This is the true basis for the education of the business man. Then let us discover what each man, for the sphere of life for which he is intended, needs to know and then we can easily determine what he ought next to be taught.

Our courses of study furnish exactly what is needed in the daily business of every Merchant, Agent, Manufacturer, Banker, Teacher, Book-keeper, Clerk, Farmer—in short, of any man who wishes to lead a useful and successful life

or to manage discreetly any property which may be placed in his hands.

BUSINESS COURSE.

The following form of review of the study required of our students is deemed sufficiently descriptive of our plan of work.

WHO CAN LEARN BOOK-KEEPING?

Any person with good common sense. A knowledge of grammar is not absolutely necessary.

WHEN STUDENTS ENTER.

As our students are from the city, the village, the farm, the shops, and from the public schools, it is, we find, necessary to change the course pursued by many who enter. In this Institute our students matriculate any day in the year, while in many colleges they enter in greater numbers at the beginning of the term. Although we have regular organized classes, much instruction is given in a general way in the different recitations.

Each student when entering is placed at a point in the particular course of study, where we think it will be of most benefit to him, considering his previous advancement in education and age. We promote him as fast as his aptness for the duties imposed upon him permit of it. We try to make our mode of instruction plain and easy to comprehend by the most backward student.

THEORY.

In recognition of the fact that all the underlying principles of any subject must be thoroughly mastered, students are taught the general principles relating to all business transactions, and more especially those applying to a practical science of accounts.

A thing must have an impression in the mind before it can be brought forth. To fix thoroughly in the mind of the student this basis of principles of book-keeping,

he is placed at the very beginning of this course at a point to become acquainted with all terms technical to the science of accounts. He is then given the Manual, relating to the business transactions of a single individual and is first required to study carefully, with explanations, and then produce them in writing. The rules and principles of Journalizing, and best methods of posting are clearly set before his mind. Next he learns to take a

TRIAL BALANCE

of the Ledger, now posted; directions are then given for closing the Ledger, the Loss and Gain accounts and the accounts showing Resources and Liabilities. This is a "Model Manual" and very complete in itself, arranged in the most approved "Double Entry" system.

In this part of the work all the *whys* and *wherefores* are given in each case. After passing this division of the work the student has a good knowledge of book-keeping and is advanced as rapidly as possible until he finishes this department.

THE NEW BRYANT & STRATTON TEXT-BOOK

is used,—a text-book widely known. This is illustrated by blackboard drawing. It fully explains transactions relating to all kinds of business.

EXAMINATIONS

are held in each set of this work and students are required to have a grade of 85 per cent. before they are promoted from one set to another.

DIPLOMAS.

For a diploma in this course a grade of not less than 90 per cent. in any branch is required.

COMMERCIAL TERMS.

In the business world is found a vocabulary as well as in medicine, law, etc. To give our students advantage

of this they are required to pass a creditable examination on Commercial Terms and Abbreviations before graduation.

BUSINESS SPELLING

is a feature found to be indispensable, and we find Webster as necessary to the student's progress as the ink bottle.

Thorough instruction is given in Punctuation, the use of capital letters, and the construction of sentences.

We find this to be indispensable in writing a clear and concise history of daily transactions in book-keeping. A student's inability to do this leads to many dangerous errors.

NOTES, CHECKS, ETC.

Much attention is given to the form and use of, and law pertaining to, notes, checks, deeds, drafts, leases, bonds, bills of sale, certified checks, and mortgages. All changes through which they go are carefully studied.

BUSINESS WRITING.

A good handwriting aids the student in Book-keeping and Stenography, and is usually required by business men. Considerable time is given to this in order to produce in students a handwriting which business men want. Applicants many times fail in securing good positions because they apply in letters and bad writing debars them from obtaining the position.

COMMERCIAL ARITHMETIC

is a subject of constant study in the Business Course; treating mainly Percentage, Interest, Discount, Commission and Brokerage, Partial Payments, Equation of Accounts, Loss and Gain, General Average, and Partnership settlements. We give many short methods and quick results. Much instruction is given from the board by the instructor.

COMMERCIAL LAW.

Instruction is given in this subject under the following heads: Contracts, Deeds, Mortgages, Notes, Checks, Bills of Exchange, Drafts, Bills of Lading, etc., giving the use and function of such instruments and law governing them. He who has a thorough knowledge of the requirements of the law will not likely violate them.

Stenographic Department.

"I would advise all parents to have their boys and girls taught shorthand and typewriting. A shorthand writer who can typewrite from his notes is safer from poverty than a great Greek scholar."—*Chas. Read.*

NOT COMPLETE.

No business office is now considered complete without a stenographer, and no employer who has once availed himself of the services of one is willing to return to the drudgery of writing his letters with the pen.

STENOGRAPHERS IN DEMAND.

Never have we found such a great demand for stenographers as we have during the past few months. We have not been able to fill the calls for good stenographers from our Institute.

The ability of our students depends upon the application and the length of time spent in school, as well as his or her aptitude.

IS TYPEWRITING A NECESSITY?

In nearly all cases its use is in demand in connection with shorthand. More than double the work can be accomplished with it than can be done with the pen, and the transcripts are neater and more legible. A knowledge of typewriting is very easily acquired and practice upon the machine may be had at the same time the learner is pursuing his shorthand studies.

Typewriters are furnished free to students.

We teach the Graham system, the best system of shorthand to learn.

CAN I LEARN SHORTHAND?

If you have any personal application, and have an ordinary literary education, you can, within four to six months, prepare yourself to take any ordinary position as stenographer. While some few are competent to hold light positions in three months, we would advise all persons contemplating a study of shorthand to arrange, if possible, to take from five to six months or even seven.

If a shorthand department is conducted on business principles there is no reason why students cannot be fitted for actual work before they leave the school. We have most of our students who have completed the course to take dictation and do actual work in the Institute Office. They see that this is a part of their course in shorthand, as well as the principles.

DIPLOMA FOR SHORTHAND AND TYPEWRITING.

Students are required to reach a speed of 100 words per minute in shorthand and 25 words on the typewriter, in new matter from shorthand notes, before we issue a diploma. This speed can be made in from four to six months. Of course it will take some longer when taken in connection with other branches.

ATTENDANCE.

Students are required to be regular and punctual in attendance. An accurate record of each pupil is kept, showing his application, attendance, progress in the studies, and general deportment, which will be mailed to parents or guardians if called for.

HOURS OF STUDY.

Morning sessions from 8 to 11:30; afternoon sessions from 1 to 4 o'clock. Every student is expected to be present

GOSHEN COLLEGE
LIBRARY

and remain in school during both the morning and the afternoon sessions. No student is excused from school to study at his room. It will be necessary for students to study outside of school hours in order to keep up with their classes.

TIME REQUIRED TO COMPLETE BUSINESS COURSE.

The average time to complete the Business Course may be estimated at six months, some few complete it in less time. Very much depends upon the student's ability and application.

Our course aims to be thorough and practical, and it takes more time than if we were to give only a smattering of the branches taught. We look upon our students as being our best recommendations, and we cannot afford to have them superficial in their work.

BOOKS AND STATIONERY.

Students are furnished at the Institute with all needed books at the following rates:

Book-keeping text,	$2.00.
Book-keeping Manual,	.60.
Commercial Arithmetic,	1.50.
Commercial Law,	1.25.
Business Speller,	.35.
Shorthand text,	1.50.

All supplies are furnished at the *same price* charged for like articles at the Book and Stationery houses of the city.

RATES OF TUITION.

COMMERCIAL DEPARTMENT.—BUSINESS COURSE.

This includes Book-keeping by double and single entry, Business Arithmetic, Commercial Law, Business Letter Writing, Business Penmanship, Business Spelling, and Examination for Diploma.

A six months' certificate,	$30.00.
Three months' tuition,	18.00.

SHORTHAND AND TYPEWRITING.

A six months' certificate,	$30.00.
Shorthand and Typewriting, three months,	18.00.
Shorthand alone, three months,	12.00.

"An investment in knowledge always brings the best interest."—*Franklin.*

General Information.

ARRIVAL OF STUDENTS.

Due notice should be given the Secretary of the time and train on which students will arrive so that they may be met at the depot. We are interested in having them comfortably located in pleasant rooms as soon as possible after their arrival. This is an advantage to them as well as to us.

Persons arriving in the city to attend the Institute should leave their baggage at the depot, retain their checks, and come directly to the Institute building on Prairie Street where arrangements may be made for room and board.

ROOMS.

To make the greatest possible advancement, and to get the most for the money expended, it is necessary that students have quiet rooms in which to study and rest aside from school hours. We have made arrangements with private families to furnish carpeted rooms with bed, stove, chairs, table, and lamp. These will be rented to our students at fifty cents per week for each student where two room together. In this way we avoid dormitories which are objectionable in many ways.

BOARD.

Board, including room, can be secured in private families for $2.50 to $3.50 per week. Many students, however, board at the Institute Boarding Hall; rates, $1.50 per week. The board at the hall cannot be luxurious at this low price, but an ample quantity of wholesome, nutritious food is furnished, which many students prefer to more costly board.

The boarding hall is conducted as an accommodation to those who wish to attend school as cheaply as possible, rather than as a source of revenue.

A WORD TO PARENTS.

We realize the anxiety often felt by parents and guardians when their young people leave home to obtain a higher education. To overcome this as far as possible, and to surround our students with the best moral influences, we secure rooms only where reputable families live in the same house and where we would be willing to place our own children.

We require these families to make frequent reports of the conduct of our students. If we find that they act unbecoming or immoral, their parents are at once notified.

CONDITIONS OF ADMISSION.

We expect all who enter this school as students to come with a desire to learn. They will be treated as ladies and gentlemen and will be required at all times to deport themselves as such.

Each member of the Faculty is interested in the welfare of every student in the school and exercises a fatherly care over them, not in the sense of a spy but to help them in every way possible. This is very needful for most young people as by it they are made to feel that their best friends are their teachers.

Immoral students are not expected here to be reformed, and, should any such be enrolled, they cannot be retained.

RELIGIOUS INFLUENCE.

If we could not have the assurance that a moral and religious atmosphere pervades our school we would feel that we have failed in attaining the principal object of our efforts. We believe that the large majority of our students have been properly trained at home, and that their conduct

will be the best proof. They come very generally from Christian families, and their parents expect them to be under religious influences every day. We *must*, therefore, *insist* that every student attend a place of worship every Sunday, and that he become an active member of the Sunday school suggested by his parents or guardian. Every church member is expected to bring his letter of membership and hand it at once to the Secretary or to the Pastor of his own Church. This should not be neglected even if the student expects to remain for only one term of school.

TIME TO ENTER.

Students may enter at any time, but they will find it to their advantage to enter at the opening of the Fall Term as that is the time when all the yearly classes begin their work. Entering at this time they cannot well be otherwise than pleased with the outline of the work and the way in which it is conducted.

It is desirable, at least, that students come at the beginning of a term. The classes are then formed, and there is much advantage in starting even in the work with other students.

SPECIAL STUDENTS.

Persons who are desirous of taking only one or two studies will be considered as special students, with whom terms and other arrangements will be made in accordance with the requirements of each individual case.

SESSIONS.

The sessions of the school are held each week day from 8:00 to 11:30 A. M. and 1:00 to 4:00 P. M., Saturdays, legal holidays, and Christmas week excepted.

On Monday of the first week of each term, no regular recitations are held. Students are expected to use this day finding rooms and becoming settled so that their school work may proceed without interruption the following day.

On Tuesday at 9:00 A. M. are held the opening exercises of the term in the assembly room.

After the exercises, the regular program is followed, the work beginning at once.

METHOD.

1. Classes are arranged to suit individual needs of students; that is, those students are placed together whose work and advancement are similar.

2. Written tests, usually once a week—sometimes not more than five times in a term, constitute a feature of the work.

3. The daily work and written tests are the chief factors in determining the standing of students in reports.

4. The Institute aims to *educate* as well as to instruct. To lead out and develop the faculties of the student is made an important feature of each lesson, since it is in this way that true mental progress is best attained.

VOCAL CULTURE AND ELOCUTIONARY DRILLS

will be given in connection with the work in the other courses during the school year 1896–'97. This study is of importance to educated persons in every calling, embracing as it does drill in breathing exercises and practice in proper articulation and expression. While these drills will be valuable to every student in attendance, they will be especially useful to those expecting to become teachers, as correct articulation and enunciation are among the most desirable possessions of the teacher.

THE INSTITUTE LITERARY SOCIETY

meets each week. Students are encouraged to take part in the literary work. This affords excellent practice in composition, debating, and parliamentary usages.

The management of the society is entrusted to the students under the supervision of the Faculty.

TEXT BOOKS.

A list of *text books* in use at the Institute is given elsewhere. In many cases, however, other books may be used to advantage. Students should bring with them their own books in the subjects they expect to pursue here.

Text books are on sale at the Institute at the rate charged by the city bookstores. At the end of the term, students may return the books they have used and receive the price charged less a sum due for use and wear.

REPORTS

concerning the work of each student are regularly made at the end of each term. These are sent to the parent or guardian, when desired. If requested, reports will be made to parents each month or week.

STUDENTS' MONEY.

Students coming from a distance are advised to deposit their money in one of the city banks and draw it in such sums and at such times as may suit their convenience, or they may deposit it with the Secretary of the Institute. Parents and guardians may deposit with the Secretary for the necessary expenses of students if they so desire, and it will be paid out in such sums as may be required.

TUITION.

All tuition must be settled in advance. Any one entering for less than a term will be charged ninety cents per week. Tuition will be refunded to any student who is compelled to leave on account of protracted sickness; but for the time in attendance he will be charged 90 cents per week. Fractional weeks will be counted full weeks.

Any student by paying *one hundred and eighteen* dollars in advance, can attend the Academic Department for the entire school year of forty-eight weeks, including the Normal Term, and have furnished tuition, good board, and a furnished room, well cared for.

For *one hundred dollars* paid in advance the same will be furnished for the four regular terms of the school year—forty weeks.

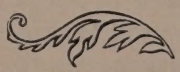
Twenty-eight dollars in advance will pay the same for one term of ten weeks. Any one can have his money refunded, by paying full rates for the time in attendance, but room rent is not refunded until the room is rented.

LOST TIME.

Students will not be allowed to transfer tuition previously paid in one department, either wholly or in part, to any other department. Tuition once paid will not be refunded except in case of protracted sickness, as our school is in continuous session, and we are ready and willing, at all times, to carry out our part of the contract in every particular.

SITUATIONS FOR STUDENTS.

We are frequently asked whether we agree to furnish situations for those who finish a course here. Our answer is: We never promise this. Such promises are seldom satisfactorily fulfilled. However we have been able thus far to get good places for nearly all our students who have desired them, and judging from the satisfaction they are giving we will be able to do so in the future. We will do what we can for those who by honesty, thorough work, and genteel manners prove themselves worthy of a good position.



Text Books in Use.

Algebra,	Wentworth's School Algebra.
Arithmetic,	Indiana Series, Wells, Milne.
Astronomy,	Young.
Botany,	Gray.
Civil Government,	Macy.
Chemistry,	Remsen.
Geography,	Frye.
Geology,	Le Conte.
Geometry,	Wentworth's.
Grammar,	Reed and Kellogg, Ind. Series, Whitney.
History—U. S.,	Montgomery.
History—General,	Myers.
Latin,	Coy's Lessons, Latin Texts.
Logic.	
Literature,	American and English Masterpieces.
Physics	
Rhetoric,	Genung.
Zoology,	Packard.
Pedagogy,	Hewett, White.
Psychology,	White.
Physiology,	Martin.
English,	Lockwood.

Register of Students.

1894-95.

Alberts, Bert,	Elkhart
Allen, Katharine,	"
Baker, Olive J.,	Canton, Ohio
Beachy, Mary,	Grantsville, Md.
Beckner, Fred.,	Elkhart
Beck, Nellie C.,	"
Bellows, C. E.,	Bridgeton, N. J.
Bender, Julia,	Elkhart
Benham, J. B.,	Klinger Lake, Mich.
Blessing, Fred.,	Elkhart
Bolen, Cecile,	"
Bontrager, Jos. L.,	DeGraff, Ohio
Bowers, Clyde,	Elkhart
Bowers, Eva,	"
Brennan, Mamie,	"
Brunk, Adeline,	"
Brunk, Annie,	"
Brunk, Verdie,	"
Canis, Clara,	"
Clark, Bertha May,	"
Coffman, Ansel V.,	"
Collins, W. J.,	"
Colburn, Lee,	"
Cole, Gertie,	"
Cole, Maud,	"
Compton, Ralph,	"
Dean, Harry Clyde,	"
Durr, Anna,	Woodside, Penna.
Everest, Eliza E.,	Elkhart
Ferris, Almira,	"
Funk, Maude Mahrie,	"
Funk, Chloe,	"
Garman, Albert,	"
Garvin, Isabel C.,	"
Gee, Myron,	Fisherville, Ont.
Godfrey, Emmett,	Elkhart
Good, J. M.	Dayton, Va.
Goodyear, Effie,	Middlebury, Ind.
Graves, Edna L.,	Elkhart
Griner, George,	"
Grosspietch, Lucy,	Buffalo, N. Y.
Hani, Frank,	Elkhart
Hani, Clara,	"
Hansaker, L. C.,	Old Frame, Penna.

GOSHEN COLLEGE
LIBRARY

Hogendobler, H.,	Elkhart
Holdeman, John W.,	"
Hoover, Moses,	Selkirk, Ont.
Hoover, Rosalie,	Goshen, Ind.
Horton, V. Tamar,	Elkhart
Hussey, Bessie,	"
Jacobs, John,	"
Jackson, S. T.,	Paterson, N. J.
Jacobs, W. K.,	Elkhart
Kavanaugh, Marie,	"
Kantz, C. W.,	"
Kellogg, Louie,	"
Kerstetter, Arthur,	"
Knickerbocker, Kenneth,	"
Kies, Edna E.,	"
Kingsley, Cora,	"
Kolb, A. C.,	"
Landis, Ada,	"
Landes, John H.,	"
Landes, Michael,	"
Lehman, Arthur,	"
Lenhart, Sophia,	"
Livengood, Cora L.,	"
Lynch, Emma,	"
Lynn, Mary A.,	"
Long, Lula,	"
Longsdorf, Dora,	"
Lott, Bertha,	"
Luke, G. E.,	"
Mangold, Eugene,	"
Mann, Tobias E.,	"
Martin, Hattie	"
Manning, Emma L.,	Bristol, Ind.
Mather, Dr. E.,	Paterson, N. J.
Mayhousen, Samuel,	Elkhart
McMillen, Grace,	"
McMillen, Lloyd Chester,	"
Mellott, Florence E.,	"
Melvin, Harry,	"
Miller, Samuel,	"
Miller, J. Frank,	Shipshewana, Ind.
Mock, Edgar,	Elkhart
Moriarity, Frank,	"
Mosier, Edward C.,	"
Moyer, Sadie P.,	"
Mumaw, Andrew,	"
Mumaw, Clara,	"
Mumaw, Phœbe,	"
Neal, Harry,	"
Newell, Dora,	"

Neff, C. A.,	New Paris, Ind.
Nims, Mabel S.,	Elkhart
Oberholtzer, Alma,	"
Oberholtzer, Corinne,	"
Page, Rollo,	"
Paulus, Millie,	"
Peoples, Claude,	"
Pegg, Byrle,	"
Petty, Glenn A.,	Geneva, Ohio.
Pittman, Martha E.,	Bremen, Ind.
Pletcher, Theodore,	Elkhart
Pletcher, Clarence,	"
Press, Homer,	"
Pollard, Lefa,	"
Power, Alice,	"
Rector, Louise,	"
Reed, Grace Nettie,	Mishawaka, Ind.
Reed, Minnie E.,	Elkhart
Rittel, Mattie	"
Roderick, Bessie I.,	"
Ropp, Andrew H.,	Pekin, Ill.
Sanders, Clyde,	Elkhart
Sanford, Howard,	"
Sanford, Robert,	"
Smith, J. B.,	St. Jacobs, Ont.
Schock, Ida M.,	Elkhart
Shultz, Stella E.,	"
Shupert, Lizzie,	"
Smith, C. Henry,	Metamora, Ill.
Smith, George,	Elkhart
Smith, J. M.,	"
Smith, Nora B.,	"
Smith, Sumner,	"
Smith, William R.,	"
Solomon, Jessie May,	"
Spacklin, Walter,	"
Speicher, Emma,	"
Stalker, Samuel,	"
Stealy, Rufus,	"
Stevenson, Ella,	"
Stevenson, A. H.,	"
Stutsman, Maude A.,	"
Sweatland, Harry,	"
Sweitzer, Oliver H.,	"
Thomas, Emma A.,	"
Thut, Mary,	New Stark, Ohio.
Vurpillant, Lizzie,	Chicago, Ill
Walters, Grace M.	Elkhart
Weaver, Maude,	"

Weldy, Daniel S.,	Wakarusa, Ind.
Wilcox, Florence E.,	Elkhart
Williams, Frank,	"
Williams, John,	"
Wilhelm, Rosa, A.,	"
Winfield, Maude E.,	"
Worden, E. J.,	Madison, Mich.
Work, G. E.,	Elkhart
Work, Madge,	"
Work, Ruth,	"
Wright, Ernest,	"
Yoder, Anna,	"
Zerbe, J. W.,	Plevna, Ind.
Zigler, Edward,	Elkhart
Zook, Frances R.,	Allensville, Penna.

1895-96.

ACADEMIC DEPARTMENT.

Ball, Mae,	Elkhart
Ball, Grace,	"
Ballinger, Wm.,	"
Barnes, Gertie,	"
Beachy, Tena,	"
Benham, Franc,	"
Berkey, Lavona,	"
Best, Nelly,	"
Bemiller, Geo. M.,	"
Blackwood, Lillian,	"
Blosser, Barbara,	Caledonia, Mich.
Blosser, Jennie,	" "
Bordner, Geo. F.,	Bristol, Ind.
Bostwick, Grace,	Elkhart
Bolen, Cecile,	"
Brubaker, Clara,	Cherry Box, Mo.
Brunk, Adeline,	Elkhart
Brunk, Annie,	"
Buzzard, A. L.,	Goshen, Ind.
Buzzard, John F.,	" "
Bulla, Blanche,	Elkhart
Chamberlain, Leslie	"
Cloutier, Homer,	"
Colburn, Lee,	"
Culp, Frank,	South West, Ind.
Culp, John,	" " "
Daub, Samuel,	Elkhart
DeCamp, Vesta,	"
Durr, Anna,	Woodside, Penna.

Eash, I. J.,	Goshen, Ind.
Eash, L. S.,	" "
Everest, Eliza E.,	Elkhart
Ferris, C. B.,	"
Funk, Edna,	"
Funk, Iva,	"
Garber, H. H.,	"
Garl, Zena,	"
Godfrey, Emmett,	"
Godfrey, George,	"
Godfrey, John,	"
Grabill, Edward,	"
Hartzler, Celesta,	"
Hershey, Bendisha,	"
Hardy, Paul,	"
Holdeman, Anna,	"
Holdeman, John W.,	"
Hollinshead, H. E.,	"
Holben, Harley,	Osceola, Ind.
Hoover, C. F.,	Adamsville, Mich.
Hoover, D. M.,	South West, Ind.
Hoover, Elva,	Elkhart
Hoover, Nettie,	"
Hoover, Rosetta,	Selkirk, Ont.
Hostetler, Fannie,	Middlebury, Ind.
Jacobson, Frank,	Elkhart
Kantz, C. W.,	"
Kies, Vesta,	"
Kulp, Anna,	"
Kulp, Ella,	"
Kurtz, David H.,	Belleville, Penna.
Lenhart, Zena,	Elkhart
Lenhart, Sophia,	"
Levy, David,	"
Longacre, Daisy,	"
Lynch, William,	"
Manning, Emma L.,	Bristol, Ind.
Markel, Orrin,	Elkhart
Mellott, Florence E.,	"
Miller, Monroe,	"
Mumaw, Andrew,	"
Mumaw, Phœbe,	"
Neu, Anna,	"
Oberholtzer, Corinne,	"
Paulus, Susie,	"
Poyser, Albert G.,	Cromwell, Ind.
Pletcher, Theodore,	Elkhart
Reed, Grace Nettie,	Mishawaka, Ind.
Rexinger, Merritt,	Elkhart

Rice, Matie,	Elkhart
Rollman, Carl,	Burr Oak, Mich.
Roswell, Louise,	Elkhart
Ruch, Mertie,	"
Schuler, Arthur,	"
Scofield, Jessie,	"
Shea, Edna,	"
Sherk, Barbara,	Breslau, Ont.
Sparklin, Walter,	Elkhart
Stauffer, Walter,	"
Steiner, A. J.,	Cranberry, Ohio.
Sweitzer, Fannie,	Elkhart
Thornton, Maggie,	"
Turnock, Albert,	"
Turnock, Richard,	"
Wahl, Sophia,	"
Weaver, Joseph H.,	Goshen, Ind.
Weaver, Rosa,	Elkhart
Wolf, Harry,	"
Yoder, Levi R.,	Shipshewana, Ind.

COMMERCIAL DEPARTMENT.

Abbott, Sidney,	Elkhart
Alberts, Bert,	"
Aldrich, Arthur,	"
Bender, M. E.,	"
Canis, Clara,	"
Colby, Lee,	Adamsville, Mich.
Delano, Earl,	Elkhart
Floyd, Chester,	"
Gravitt, William,	"
Greiner, George,	"
Grosspietch, Lucy,	Buffalo, N. Y.
Hani, Clara,	Elkhart
Hansaker, L. C.,	Old Frame, Penna.
Holdeman, Timothy,	Elkhart
Kinyon, Frank,	Adamsville, Mich.
Kolb, A. C.,	Elkhart
Krumm, John J.,	"
Lott, Bertha,	"
Lusher, Carrie,	"
Mann, Tobias,	"
Mishler, Oliver,	"
Morarity, Frank,	"
Myers, W. C.,	Dunlaps, Ind.
McIntyre, Walter,	Elkhart
Neal, Harry,	"

Page, Rollo,	Elkhart
Parmalee, Perry,	Jefferson, Mich.
Pletcher, Clarence,	Elkhart
Press, Homer,	"
Reed, Minnie,	"
Scoles, George,	"
Shantz, Edwin,	Hespeler, Ont.
Upson, Claude,	Elkhart
Westerman, Louise,	"
Winters, Frank,	"

STENOGRAPHIC DEPARTMENT.

Allen, Katharine,	Elkhart
Ayers, Florence,	Chicago, Ill.
Boyer, Lillian,	Elkhart
Beck, Nellie,	"
Caiger, Mae,	"
Clark, Bertha,	"
Collins, Mary E.,	"
Dean, Harry,	Kansas City, Mo.
Ferris, Mrs. E.,	Elkhart
Ferris, Almira,	"
Gingrich, Lizzie,	Blair, Ont.
Goodyear, Effie,	Millersburg, Ind.
Hani, Clara,	Elkhart
Hartzler, Vernon S.,	"
Hartzler, Nona,	Goshen, Ind.
Hoover, Mrs. Rosalie,	" "
Hunter, Bertha,	Elkhart
Keen, Marion,	"
Knopf, Pansy,	"
Landes, John H.,	"
Long, Everett,	Vistula, Ind.
Longsdorf, Dora,	Elkhart
Motts, Tena,	"
Myers, Rilla J.,	"
Neff, C. A.,	New Paris, Ind.
Osborn, Bessie,	Elkhart
Pegg, Byrle,	"
Power, Alice,	"
Sigerfoos, Anola,	"
Vetter, Anna,	"
Vurpillant, Lizzie	Chicago, Ill.
Wilhelm, Rosa,	Elkhart
Yoder, Anna,	"

1896.

JULY

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	..
..	..	..	..	..	..	..

AUG.

S	M	T	W	T	F	S
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John P. Funk Library

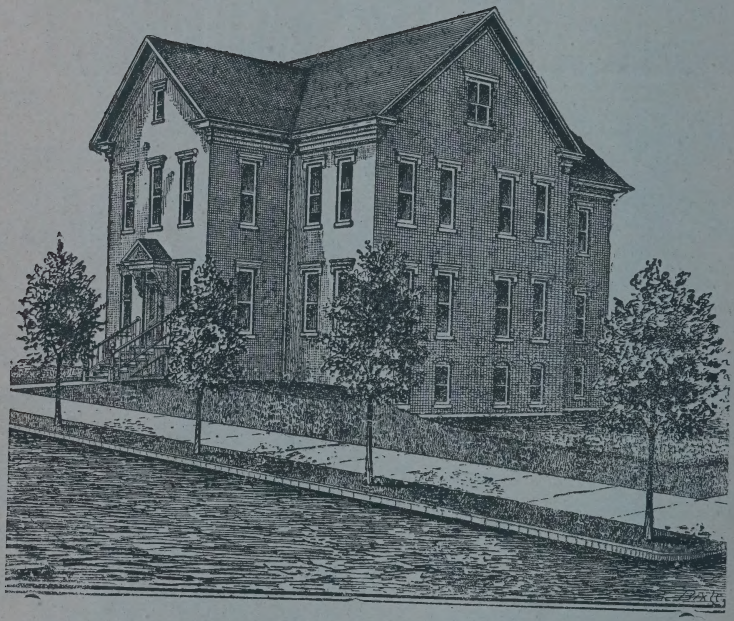
Catalogue....

.....of the

Elkhart Institute,

Elkhart, Indiana.

...1898.



ELKHART INSTITUTE.

Established August 21, 1894. Incorporated June 13, 1895.

MENNONITE PUBLISHING CO., ELKHART, IND.

Catalogue

OF THE

Elkhart Institute,

ELKHART, IND.

Announcements for 1898-99.

Calendar for 1898-'99.

Fall Term opens . . . . . August 23, 1898
Fall Term closes . . . . . October 28, 1898

First Winter Term opens . . . October 31, 1898
Christmas Vacation . December 23 to January 2, 1899
First Winter Term closes . . . January 13, 1899

Second Winter Term opens . . January 16, 1899
Second Winter Term closes . . . March 24, 1899

Spring Term opens . . . . . March 27, 1899
Spring Term closes . . . . . June 2, 1899

Summer Term opens . . . . . June 6, 1899
Summer Term closes . . . . . July 27, 1899

Corporation.

OFFICERS.

J. S. Coffman . . . . . President.
M. S. Wambold . . . . . Vice-President.
J. S. Hartzler . . . . . Secretary.
Lewis Kulp . . . . . Treasurer.

BOARD OF DIRECTORS.

(Term of office expires in 1898.)

Noah S. Hoover . . . . . Goshen, Ind.
John O. Martin . . . . . Elkhart, Ind.
C. P. Yoder . . . . . Goshen, Ind.

(Term of office expires in 1899.)

Jacob Mast . . . . . Fawn River, Mich.
M. S. Wambold . . . . . Elkhart, Ind.
Lewis Kulp . . . . . Elkhart, Ind.

(Term of office expires in 1900.)

J. S. Hartzler . . . . . Elkhart, Ind.
A. L. Buzzard . . . . . Elkhart, Ind.
J. S. Coffman, ... Elkhart, Ind.

Instructors.

N. E. BYERS, Principal,
Higher Mathematics, Natural Sciences.

C. H. SMITH,
Languages, Literature.

J. S. HARTZLER,
History, Geography, Bible.

EMMA D. LE FEVRE,
Arithmetic, Grammar.

*D. J. TROYER,
Science, Pedagogy.

*S. ELLEN HAINES,
Literature, Geography.

*MARY E. HERR,
Language, Elocution.

*LIZZIE A. GINGRICH,
Shorthand, Typewriting.

*T. H. HOLDEMAN,
Book-keeping, Penmanship.

N. S. GINGRICH,
Commercial and Stenographic Departments.

A. B. KOLB,
Advanced Chorus, Oratorio.

W. K. JACOBS,
Rudiments of Music, Class Drills.

*Normal Term 1898.

The Elkhart Institute.

HISTORY.

For many years a number of the thoughtful members of the Mennonite denomination have felt keenly the loss to their church of great numbers of young people who received an education in high schools and colleges. In examining into the cause it was easy to conclude that those societies which care for and educate young people are most likely to win and hold them as members. Believing every parent and every society to be responsible for the education as well as the moral training of the children which Providence has intrusted to them, the idea was conceived by this people of founding an institution for higher education to be under the control of members of their own denomination.

Accordingly in the summer of 1894, H. A. Mumaw, M. D., with the encouragement he received from a number of the citizens of Elkhart, organized the Elkhart Institute. The school was successfully continued for one year with an able corps of teachers, as his own property, under his personal supervision. In the spring of 1895, the Institute was incorporated under the laws of the state of Indiana and a board of trustees elected. The school was continued by the board in rented rooms in the business part of the city till February, 1896, when it was removed to the commodious new building erected expressly for its use.

The school will soon enter upon its fifth year on a more permanent basis than it has known heretofore. Its managers, as in the past, are determined to leave nothing undone that may minister to its success. They have the assurance that many of its former friends and patrons are using their influence in every way to second the efforts of those who have it in charge.

AIMS.

The mission of the Elkhart Institute is to furnish the best possible opportunities to young men and women to prepare themselves for making the most of life, that they may attain to the highest usefulness.

The board and teachers will do their utmost to better qualify men and women for every relation in life—the home, the farm, the school room, the counting house. It is their aim to train students to the exercise of clear, independent thought; to cultivate in each his own individuality; by original investigation to lead to the acquirement of knowledge which gives power. More than this, it is the aim to lead the young mind in attaining to wisdom, without which knowledge fails to be a blessing. The highest object is, by precept and example, to bring young people under the influence of the "wisdom that is from above."

EDUCATION OF TEACHERS.

Special attention is given to the Academic Course. The constant demand, however, for well trained teachers requires that we give advantages to those desiring to become teachers, and to those who are already teachers and wish to become better qualified. To meet this demand a two years' Normal Course has been arranged. Aside from this a Review or Normal Term of eight weeks is held immediately after the close of the regular school year. During this term, teachers of ability and experience in this particular line devote their entire time to the interest of this class of students. Aside from the regular work in the branches designed to aid teachers, there is a Teachers' Training Class, the object of which is to give methods of presenting all the different subjects, especially in primary work. This class is under the charge of the normal teachers.

RELIGIOUS INFLUENCE.

The lack of proper moral and religious influence in many schools is in a large measure what has called the Elkhart Institute into existence. It is, therefore, in place to state the belief of its managers, that intellect-

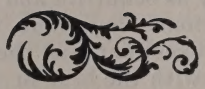
ual training, apart from morality and religion, only renders its possessor more harmful to the community, and that the influence of the Church upon education is a wholesome one in the building of character. One of the most prominent features of the school is the effort to impress on its students the claims and benefits of a Christian education. The daily devotional exercises, which each student is required to attend, will combine, in some measure for all the students, practical Christian teaching with intellectual training. The Bible Department will afford special advantages in this line to the students who take this course of study. The aim is not to be sectarian in any sense, but to be positively and emphatically Christian in administration and work.

LOCATION.

Elkhart, with a population of fifteen thousand inhabitants, is situated at the junction of the St. Joseph and Elkhart rivers, one hundred miles east of Chicago, and is one of the leading commercial and manufacturing centers of Northern Indiana. It is easily reached from all points, being located on the Lake Shore & Michigan Southern, Big Four, and Elkhart & Western Railroads, and is surrounded by as beautiful and fertile a section of country as can be found anywhere in the West. The natural drainage is excellent, and the health of the city compares favorably with the best in the state. It has the modern improvements of large cities—excellent cement sidewalks, paved streets, waterworks, electric lights, and street cars. All the leading churches are represented. Three weekly and two daily newspapers are sustained.

The Elkhart Institute Association has erected the first building in the city for school purposes, aside from the public schools. It is situated within the southern borders of the city limits, ten minutes' walk from the Lake Shore & Michigan Southern Railway depot, in a desirable neighborhood, among pleasant homes of Christian people. The building is substantially constructed, well lighted and heated, supplied with water and gas,

and conveniently arranged. Within the past year the school has been supplied with well-equipped physical and chemical laboratories (all the apparatus new), and the library has been increased by many volumes of the very latest and most valuable books. These facts, together with the small expense of living here, make it a very desirable location for a literary and industrial institution. All students of good moral character, regardless of their religious beliefs, who can be accommodated with the curriculum of the Elkhart Institute, are cordially invited to attend.



Academic Department.

LATIN—SCIENTIFIC COURSE.

This course extends through four years, and gives thorough drill in English Literature and Composition, Ancient and Modern Languages, and an introduction to each of the various branches of Natural Science.

For those who cannot take a college course such a course as here offered is invaluable as a preparation for the duties of life, while for those who expect to take college or university courses it forms an excellent foundation. Persons preparing for college may select a course from the studies of the Academic Department to suit the requirements of the school they expect to enter.

Our course makes a good preparation for any college or university and in many will secure college credits.

Our students are admitted without examination to any of the following institutions:

Northwestern University,
Purdue University,
Indiana University,
Indiana State Normal School.

All common school graduates or persons holding license to teach in common schools may enter this course without examination. Others are required to pass an examination in Orthography, Reading, Arithmetic, Geography, Grammar, and Penmanship.

Those who are not able to pass the examination will find the first year of the Normal Course suited to their needs as a preparatory course.

The student is supposed to have studied U. S. History and Physiology, but as these subjects are given the first year of the course no examination is required.

FIRST YEAR.

FIRST TERM.

Latin (5).
Algebra (5).
Physical Geography (4).
U. S. History (4).
Rhetoric (2).

SECOND TERM.

Latin (5).
Algebra (5).
Physical Geography (4).
U. S. History (4).
Rhetoric (2).

THIRD TERM.

Latin (5).
Algebra (5).
Physiology (5).
English History (3).
Rhetoric (2).

FOURTH TERM.

Latin (5).
Algebra (5).
Physiology (5).
English History (3).
Rhetoric (2).

SECOND YEAR.

FIRST TERM.

Latin (5).
Geometry (4).
Zoology (5).
American Literature (3).
Civil Government (3).

SECOND TERM.

Latin (5).
Geometry (4).
Zoology (5).
American Literature (3).
Civil Government (3).

THIRD TERM.

Latin (5).
Geometry (5).
Botany (5).
English Literature (5).

FOURTH TERM.

Latin (5).
Geometry (5).
Botany (5).
English Literature (5).

THIRD YEAR	FOURTH YEAR
FIRST TERM.	FIRST TERM.
Latin (5).	Latin (5).
Greek or German (5.)	Greek or German (5).
Physics (4).	Chemistry (5).
General History (4).	Logic (3).
English (2).	English (2).
SECOND TERM.	SECOND TERM.
Latin (5).	Latin (5).
Greek or German (5).	Greek or German (5).
Physics (4).	Chemistry (5).
General History (4).	Logic (3).
English (2).	English (2).
THIRD TERM.	THIRD TERM.
Latin (5).	Latin (5).
Greek or German (5).	Greek or German (5).
Physics (4).	Psychology (5).
General History (4).	Political Economy (3).
English (2).	English (2).
FOURTH TERM.	FOURTH TERM.
Latin (5).	Latin (5).
Greek or German (5).	Greek or German (5).
Physics (4).	Psychology (5).
General History (4).	Political Economy (3).
English (2).	English (2).

NORMAL COURSE.

The aim of this course is two-fold: first, to prepare for teaching young persons who cannot afford to take the four years' course; second, to offer opportunity for reviews, and to master studies preparatory to enter regularly the four years' course.

The course will include a thorough review of the common branches, work in English and American Literature, Composition, Rhetoric, Civil Government, Algebra, Physical Geography, Zoology, Psychology, Pedagogy, and the work prescribed for the Indiana Teachers' Reading Circle.

Botany is given as an option with English Literature the third and fourth terms of the second year.

Those passing the examinations in any of the branches in this course will receive credits which will stand in their favor if they shall decide to take the Latin-Scientific Course later.

For details of the arrangement see outlined course of study.

FIRST YEAR.

FIRST TERM.

Arithmetic (5).
Grammar (5).
U. S. History (5).
Rhetoric (2).
Civil Government (3).

SECOND TERM.

Arithmetic (5).
Grammar (5).
U. S. History (5).
Rhetoric (2).
Civil Government (3).

THIRD TERM.

Arithmetic (5).
English History (3).
Grammar (5).
Rhetoric (2).
Descriptive Geography (5).

FOURTH TERM.

Arithmetic (5).
English History (3).
Word Analysis (5).
Rhetoric (2).
Descriptive Geography (5).

SECOND YEAR.

FIRST TERM.

Algebra (5).
Physical Geography (4).
American Literature (3).
Zoology (5).
Psychology (3).

SECOND TERM.

Algebra (5).
Physical Geography (4).
American Literature (3).
Zoology (5).
Psychology (3).

THIRD TERM.

Algebra (5).
Reading Circle Work (5).
Botany or English Literature (5).
Pedagogy (5).

FOURTH TERM.

Algebra (5).
Reading Circle Work (5).
Botany or English Literature (5).
Pedagogy (5).

BIBLE COURSE.

The need of thorough Bible study has, in recent years, become more and more apparent. Since the Bible has been practically ruled out of the common schools, we take special pleasure in establishing a course of Bible study that is adapted to the needs of Sunday school and church workers. In this course we aim at a careful study of the Bible as to its spiritual import, its history, geography, and the circumstances under which it was written.

Since the study of the Bible is a life work, and few students have the money and the time to remain in school long enough to make more than a good beginning, they will receive such instruction as will enable them to study and teach the Bible successfully after they have left school and are following their chosen vocations in life. The course is so arranged that students may devote their entire time to Bible study or take up such parts of it as they are able to pursue in connection with their other studies. The entire course is thoroughly practical, both as to subject matter and its application to daily life.

Sectarianism is avoided. Diplomas will be given to those who finish the prescribed course. Proper grades from other reputable schools will be considered.

FIRST YEAR.

FIRST TERM.

Grammar (5).
Old Testament History (5).
General History (3).
Rhetoric (2).
Mosaic Law (5).

SECOND TERM.

Grammar (5).
Old Testament History (5).
General History (3).
Prophecy (5).
Rhetoric (2).

THIRD TERM.

New Testament History (5).
General History (3).
Prophecy (5).
Rhetoric (2).
Grammar (5).

FOURTH TERM.

New Testament History (5).
General History (3).
Normal Lessons—Bible (5).
Rhetoric (2).
Word Analysis (5).

SECOND YEAR.

FIRST TERM.

Acts & Apostolic Church (5).
Four Gospels (5).
American Literature (3).
Logic (3).
Bible Outlines (1).
Psychology (3).

SECOND TERM.

Four Gospels (5).
American Literature (3).
Logic (3).
History of the Reformation and Protestantism (5).
Bible Outlines (1).
Psychology (3).

THIRD TERM.

English Literature (5).
Political Economy (3).
Bible Outlines (2).
History of the Reformation and Protestantism (5).
Epistles (5).

FOURTH TERM.

English Literature (5).
Political Economy (3).
Bible Outlines (2).
Epistles (5).
Discussions on Bible Subjects (5).

"Study to show thyself approved of God, a workman that needeth not be ashamed, rightly dividing the word of truth."—*Paul.*

SUBJECTS.

COMMON BRANCHES.

There is a demand for training in the common branches every term in the year. Realizing the importance and value of this phase of the work, and noting the difference in ability, training, and knowledge among the students in attendance, the work in these subjects is made as largely dependent on the individual as possible, adapting and varying the work to meet the wants of different classes. These are given through the two years' Normal Course. Much attention is given to the methods of teaching them.

LITERATURE.

The subject of Literature is treated in two divisions. First, History of Literature; second, Literature Proper. The aim in this part of the course is to give the student a good knowledge of the leading authors with regard to character, works, and style of writing. The student is expected to make wide research in reference books on these subjects and not confine himself to the text book. Three hours of each week during the first two terms of the second year are given to the study of American authors and five hours each week during the last two terms to the study of English authors. In the third and fourth years two recitations each week are given to class work in the study of English and American Classics.

In the Literature work the leading American and English authors are studied and criticised. The steady growth of the Institute Library affords the student ample opportunity to acquaint himself with the Masters in Literature.

RHETORIC.

This subject is carefully studied from a technical standpoint. At the same time, the student is required to write compositions, essays, and orations in order to teach him to apply his knowledge. Two recitations per week are given throughout the first year to class work.

LATIN.

The work of the Latin Course covers four years, beginning in the first year with Collar & Daniell's Latin Lessons and Viri Romae. The grammar work of this year consists of drill in inflection, forms and rules of syntax.

In the first half of the second year Nepos' Lives is taken up, followed by Cæsar. At least seven of the Lives and five books of Cæsar must be read. The Grammar work consists in more careful study of inflections and word forms. Prose composition will be given one hour per week throughout the year.

The third year is given to Cicero's Orations, eight of which, with prose composition and grammar work in syntax, make up the year's course.

The fourth year is given to Virgil; the Æneid (six books), and selections from the Bucolics. The study of roots, affixes, and derivations is pursued, with the Grammar work.

GREEK.

Greek is given throughout the third and fourth years five hours per week as an option with German. The plan of work closely resembles that of the first and second years of the Latin Course.

GERMAN.

German is begun with the third year, as an option with Greek, and extends through the remainder of the course.

We avoid the mistake, so frequently made, of teaching German phrases and speaking English. In a comparatively short time after the study is begun the entire conversation, during the recitation, is in German. Thus the student is enabled, not only to read, but to speak, and what is more important, to think in that language.

When sufficient progress is made, standard texts are taken up. These are followed by studies of some of the German Classics.

MATHEMATICS.

The course in Mathemetics includes Arithmetic, Algebra, and Geometry (plane and solid). The texts are supplemented by additional problems, and original exercises are used throughout the course. Algebra occupies the first year, five hours per week.

Geometry is given throughout the second year.

PHYSICAL GEOGRAPHY.

Four recitations per week during the first and second terms of the first year are given to this interesting study. The main object is to present to the student a general outline of the physical condition of the earth, causes for the various phenomena, and to see through them all the workings of the Divine Hand. It is also invaluable as a preparation for the subject of Geology.

ZOOLOGY.

This course extends through the first and second terms of the second year. It is intended to give the student a general knowledge of the animal kingdom by a careful study in the laboratory of type forms, illustrating all the larger groups of animals.

Practice in determining the systematic position of animals is given by a study of some of the group of vertebrates. This is supplemented by field work in which the student learns to observe the living animal in its native environment. The student learns to use the simple and compound microscope in the laboratory and becomes familiar with the simpler microscopical methods.

BOTANY.

The course in Zoology is followed during the third and fourth terms of the second year by the study of Botany. The work includes a thorough study of the essentials of plant structure. Specimens are used in recitation and the greater part of the spring term is given to practical work with scalpel and microscope. The analysis of at least fifty plants is required.

PHYSIOLOGY.

Five hours per week during the third and fourth terms of the first year are given to the study of Human

Physiology. The course combines the didactic and laboratory methods, the aim being to give the pupil a comprehensive and scientific knowledge of the essentials of the structure and workings of the human body, and of the laws of health. Charts, casts and demonstrations are used. A powerful compound microscope is a part of the equipment of the Institute and a large collection of prepared slides is available.

PHYSICS.

This subject is studied the third year, four terms. A full equipment of apparatus is available and the student is required to demonstrate for himself the truth and application of the principles studied.

The work includes the subjects of mechanics, heat, sound, light, and electricity. The aim of the course is to give the student a comprehensive view of the principles of the science rather than a mere accumulation of a mass of facts.

CHEMISTRY.

This subject is given the first and second terms of the fourth year. The essentials of general Chemistry are presented. The work includes recitations and daily laboratory exercises, the student being required to perform a large number of carefully selected experiments, illustrative of the principles studied. During the present year the chemical laboratory has been refitted with a very full list of apparatus and chemicals, thus offering excellent facilities for practical work in the subject.

CIVIL GOVERNMENT.

Three recitations each week during the first and second terms of the second year are given to this subject. After a brief survey and comparison of the early Colonial governments the constitution of the United States is carefully considered historically, then analyzed in detail. In the analysis many of the discussions of the Constitutional Convention are brought out showing the adoption of certain clauses as a compromise. This is followed by an outline of the state constitution. The object is to develop the student's power of reasoning in

governmental affairs and to show his individual responsibility to the state.

ENGLISH HISTORY.

Three hours a week is given to English History during the third and fourth terms of the first year. The object of this study is not only to give the student a knowledge of the relation between England and the United States, and the influences on the early history of this country, but also to give him an understanding of the origin and growth of our language and literature.

GENERAL HISTORY.

Four hours a week are given to this subject throughout the third year. The student is required to present the chief events and movements of history in their relation to one another. Much attention is given to the causes of rise, growth, and decline of nations. Notes and outside reference work is required of each student. Guizot's History of Civilization is given as supplementary reading during the second and third terms.

PSYCHOLOGY.

Psychology is taken up in the third and fourth terms of the fourth year. The principles of the science are clearly elucidated, and much attention is given to their application to the practical conduct of life, and to the methods of teaching.

The text book is largely supplemented by oral instruction.

LOGIC.

Logic is given two terms during the fourth year. The object of the study is the formation of habits to acquire discrimination, systematic thinking, and correct reasoning. No mental qualifications are more essential to success in life, and in no way can they be acquired so readily as by the study of Logic, — "The science of the laws of thought."

POLITICAL ECONOMY.

Political Economy is taken up during the third and fourth terms of the fourth year. The subject is pre-

sented in a scientific manner and is made to apply as practically as possible to the problems of to-day.

BIBLE.

In this part of the course the Bible is the principal text book used. Aids in the way of Concordance, Bible Dictionary and other reference books are used, but the aim is to procure knowledge direct from the Bible, which is in constant use both in class and study. Students who wish to complete the Latin-Scientific course may take two terms of Bible study instead of Political Economy if they prefer.

Music Department.

It is the purpose of the Association to make music not merely an ornamental branch of study, but part of a complete education. Teachers of the common schools should have such a practical education in this branch as will enable them to impart their knowledge to others.

CLASS DRILLS.

Arrangements have been made for regular class lessons in Vocal Music. The classes will be in charge of a competent teacher who will give thorough drills, and teach a knowledge of the signs and characters used in written music, scales, transposition, and sight-reading. These lessons will be given to the regular students at the Institute without extra tuition.

CHORUS AND ORATORIO.

Classes will be formed for advanced chorus work, and will meet one evening of each week for practice. Not less than one hour will be spent in giving instruction, drills and rehearsals.

The instruction will include sight-reading, correct breathing, pronunciation, intonation, expression, and proper use of the voice.

Thorough training will be given: (1) in Sacred Music —chorals, psalms, and anthems, (2) in selections from the Oratorios of Mendelssohn, Handel, Haydn, and other classic authors. The classes will give public renditions of their work during the year.

Tuition, per term of ten weeks, $1.00.

Students who desire private lessons in Vocal Culture, Piano, Organ, or Theory will have the advantage of instruction from a teacher of rare attainments. Terms, per lesson, 50 cents.

Expenses.

The question frequently arises, "How can I meet the necessary expenses of a higher education?" The high grade of instruction and comparatively small outlay of money required at the Elkhart Institute go a long way toward answering this important question, as will be seen by the following rates.

TUITION.

One term of ten weeks, in advance,	$ 8.00
Two terms of ten weeks each, in advance,	15.00
Three " " " " " " "	22.00
Four " " " " " " "	28.00
Penmanship, extra, per term,	.50

These rates admit students to all classes except those in the Commercial and Stenographic Departments. Rates of tuition, etc., for these departments, will be found on another page.

BOARD AND ROOMS.

Board at the Institute Boarding Hall, per week,	$1.50
Furnished room in private families " "	.50
Board and room " " " " "	3.00

Further particulars concerning board and rooms will be found under the head of General Information.

Commercial Department.

"SEEKING THE BEST BUSINESS EDUCATION."

The young men and women of this progressive day are turning their attention more and more to education that relates to the practical affairs of life. This accounts for the increase of numbers entering our commercial colleges, or the business department of literary schools.

A GOOD REASON WHY YOU SHOULD ATTEND THIS SCHOOL.

Since the primary object of attending a commercial school is to secure available preparation for business life, it becomes important to select a course of study containing the largest amount of business information which bears directly and effectively upon the work to be done, and which can be mastered in the shortest possible time. Our course of study harmonizes with that idea.

OUR STUDENTS "DO BUSINESS AS BUSINESS IS DONE IN BUSINESS."

Our method of teaching bookkeeping, entitled "Business Practice," is a good representation of real business work and office practice. The outfit consists of a text book of 185 pages, four budgets of vouchers, and complete set of blank books.

The text book is filled from cover to cover with good practical information. The vouchers, business forms, and blank books are of a high grade.

It is a business house brought into the school room for the purpose of instruction. It is the old subject taught in a new way by the use of appliances that immedietely enlist the student's interest and hold it to the end of the course. If the student performs the work

as it comes to him by this system he cannot fail to acquire the desired knowledge.

The course is so business-like that it immediately appeals to the student as possessing real, practical value.

KNOWLEDGE IS ACQUIRED BY STUDY; FACILITY BY INTELLIGENT PRACTICE.

We believe that study and practice should alternate throughout the course; the former provides the knowledge, and the latter supplies the facility without which the knowledge is practically valueless.

The cultivation of ability to *do* well, accurately, promptly, and rapidly is the aim of this course.

We believe that only the best forms of writing should be placed before the student, such as is found in our text book and budgets. It is the quality of his penmanship that determines to a great extent his obtaining employment.

OUR AIM IS TO SECURE AND HOLD THE STUDENT'S INTEREST.

The business practice from "start to finish" is done independently of other pupils. The student receives all necessary blanks, outgoing papers, and documents which are arranged in convenient packages. All necessary information for use of these is found in the budgets and text book.

This system insures to the pupil drill of the greatest value in correspondence. The ability, education, and often the personal characteristics of a man may be read from his letter.

EXAMINATIONS

are held in each budget and students are required to have a grade of 85 per cent. before they are promoted from one budget to another.

DIPLOMAS.

For a diploma a grade of not less than 90 per cent. is required.

COMMERCIAL TERMS.

In the business world is found a vocabulary as well as in medicine, law, etc. To give our students advantage

of this they are required to pass a creditable examination on commercial terms and abbreviations before graduation.

BUSINESS SPELLING

is an indispensable feature, and we find the dictionary as necessary to the student's progress as the ink bottle.

Thorough instruction is given in punctuation, the use of capital letters, and the construction of sentences. This is necessary in order to write a clear, concise history of daily transactions in bookkeeping.

NOTES, CHECKS, ETC.

Much attention is given to the form and use of, and law pertaining to, notes, checks, deeds, drafts, leases, bonds, bills of sale, certified checks, and mortgages. All changes to which they are subject are carefully studied.

BUSINESS WRITING.

A good hand writing aids the student in Bookkeeping and Stenography, and is usually required by business men. Considerable time is given to this in order to produce in students a handwriting which business men want. Applicants many times fail to secure good positions because they apply by letter and poor penmanship debars them from obtaining the position.

COMMERCIAL ARITHMETIC

is a subject of constant study in the Business Course; treating mainly Percentage, Interest, Discount, Commission and Brokerage, Partial Payments, Equation of Accounts, Loss and Gain, General Average, and Partnership Settlements. We give many short methods and quick results. Much instruction is given from the board by the teacher.

COMMERCIAL LAW.

Instruction is given in this subject under the following heads: Contracts, Deeds, Mortgages, Notes, Checks, Bills of Exchange, Drafts, Bills of Lading, etc., explaining the use and functions of such instruments and the laws which govern them.

Stenographic Department.

"I would advise all parents to have their boys and girls taught shorthand and typewriting. A shorthand writer who can typewrite from his notes is safer from poverty than a great Greek scholar."—*Chas. Reed.*

NOT COMPLETE.

No business office is now considered complete without a stenographer, and no employer who has once availed himself of the services of one is willing to return to the drudgery of writing his letters with the pen.

IS TYPEWRITING A NECESSITY?

More than double the work can be accomplished with it than can be done with the pen, and the transcripts are neater and more legible. A knowledge of typewriting is very easily acquired and practice upon the machine may be had at the same time the learner is pursuing his shorthand studies. No extra charge for typewriters.

We teach the Graham system, which has no superior.

CAN I LEARN SHORTHAND?

If you have sufficient personal application, and an ordinary literary education, you can, within four to six months, prepare yourself to take any ordinary position as stenographer. While a few are able to hold light positions in three months, we would advise all persons contemplating a study of shorthand to arrange, if possible, to take a course of six months or a year.

In a shorthand department, conducted on business principles, students can be fitted for actual work before they leave the school. Most of our students who have completed the course take dictation and do actual work in the Institute office.

DIPLOMAS.

Students are required to reach a speed of 100 words per minute in shorthand and 25 words on the typewriter, in new matter from shorthand notes, before we issue a diploma. This speed is frequently made in about six months. Of course it will take longer when taken in connection with other branches.

ATTENDANCE.

Students are required to be regular and punctual in attendance. An accurate record of each pupil is kept, showing his application, attendance, progress in the studies, and general deportment, which will be mailed to parents or guardian.

HOURS OF STUDY.

Morning sessions from 8 to 11:30; afternoon sessions from 1 to 4 o'clock. Every student is expected to be present and remain in school during both the morning and afternoon sessions. No student is excused from school to study at his room. It will be necessary for students to study outside of school hours in order to keep up with their classes.

We aim to make the course thorough and practical, and this takes more time than if we were to give only a smattering of the branches taught. We look upon our students as being our best recommendations, and cannot afford to have them superficial in their work.

BOOKS AND STATIONERY.

Students can purchase at the Institute all needed books and supplies at the *same price* charged for like articles at the book and stationery houses of the city.

RATES OF TUITION.

COMMERCIAL DEPARTMENT.

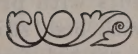
Six months,	$30.00
Three months,	18.00

This includes Bookkeeping by double and single entry, Business Arithmetic, Commercial Law, Business Letter Writing, Business Penmanship, Business Spelling, and Examination for Diploma.

SHORTHAND AND TYPEWRITING.

Six months,	$30.00
Three months,	18.00

"An investment in knowledge always brings the best interest."—*Franklin.*



General Information.

ARRIVAL OF STUDENTS.

Due notice should be given the Secretary of the time and train on which students will arrive so that they may be met at the depot. We are interested in having them comfortably located in pleasant rooms as soon as possible after their arrival. This is an advantage to them as well as to us.

Persons arriving in the city to attend the Institute should leave their baggage at the depot, retain their checks, and come directly to the Institute building on Prairie Street where arrangements may be made for room and board.

ROOMS.

It is necessary that students have quiet rooms in which to study and rest aside from school hours. We have made arrangements with private families to furnish carpeted rooms with bed, stove, chairs, table, and lamp. These will be rented to our students at fifty cents per week for each student where two room together.

BOARD.

Board, including room, can be secured in private families for $2.50 to $3.50 per week. Many students, however, board at the Institute Boarding Hall; rates, $1.50 per week. The board at the hall cannot be luxurious at this low price, but an ample quantity of wholesome, nutritious food is furnished, which many students prefer to more costly board. The boarding hall is conducted as an accommodation to those who wish to attend school as cheaply as possible, rather than as a source of revenue.

A WORD TO PARENTS.

We realize the anxiety often felt by parents and guardians when their young people leave home to ob ain a higher education. To overcome this as far as possible, and to surround our students with the best moral influences, we secure rooms only where reputable families live in the same house and where we would be willing to place our own children.

We require these families to make frequent reports of the conduct of our students. If we find that they act unbecoming or immoral, their parents are at once notified.

CONDITIONS OF ADMISSION.

We expect all who enter this school as students to come with a desire to learn. They will be treated as ladies and gentlemen and will be required at all times to deport themselves as such.

Each member of the faculty is interested in the welfare of every student in the school and exercises a watchful care over them, not in the sense of a spy but to help them in every possible way. This is very needful for most young people as by it they are made to feel tha their best fr ends are th ir teachers.

RELIGIOUS INFLUENCE.

If we could not have the assurance that a moral and religious atmosphere pervades our school we would feel that we had failed in obtaining the principal object of our efforts. We believe the large majority of our students have been properly trained at home. They come very generally from Christian families, and their parents expect them to be under religious influence every day. We must, therefore, insist that every student be present at the daily chapel exercises, attend a place of worship every Sunday, and that he become an active member of the Sunday school suggested by his parents or guardian. Every church member is expected to bring his letter of membership and hand it at once to the secretary or to the pastor of his own church. This should not be neglected even if the student expects to remain for only one term of school.

In the evening students may attend prayer meetings, Bible readings, regular church services, chorus practices, and the literary society, after which they will be required to go at once to their rooms. Students will not be expected to visit except by permission.

TIME TO ENTER.

Students may be enrolled at any time, but they will find it to their advantage to enter at the opening of the Fall Term when all the yearly classes begin their work. Entering at this time they will be pleased with the outline of the work and the way in which it is conducted.

Those who enter later should try to come at the beginning of a term. The classes are then formed, and there is much advantage in starting even in the work with other students.

SPECIAL STUDENTS.

Persons who desire to take only one or two studies will be considered special students, with whom terms and other arrangements will be made in accordance with the requirements of each individual case.

SESSIONS.

The sessions of the school are held each week day from 8:00 to 11:30 A. M. and 1:00 to 4:00 P. M., Saturdays, legal holidays, and Christmas week excepted.

The regular school work begins on Monday for each term, except the first term of the school year and the Summer Normal Term, when Monday is used in securing books, finding rooms, arranging for board, and learning the program.

METHOD.

1. Classes are arranged to suit the individual needs of students.

2. The management aims to *educate* as well as to instruct. To lead out and develop the faculties of the student is made an important feature of each lesson. It is in this way that true mental progress is best attained.

VOCAL CULTURE AND ELOCUTIONARY DRILLS

will be given in connection with the work in the other courses during the school year. These are of importance

to educated persons in every calling, embracing, as they do, drill in breathing exercises and practice in proper articulation and expression. These drills would be valuable to every student, especially to those expecting to become teachers, as correct articulation and clear enunciation are among the most desirable possessions of the teacher.

THE INSTITUTE LITERARY SOCIETY

meets each week, giving excellent practice in composition, delivery and parliamentary usages.

The management of the society is entrusted to the students under the supervision of the faculty.

TEXT BOOKS.

A list of text books in use at the Institute is given elsewhere. In many cases, however, other books may be used to advantage. Students should bring with them their own books in the studies they expect to pursue here.

Text books are on sale at the Institute at the rate charged by the city book stores. At the end of the term, students may return the books they have used and receive the price charged less a sum due for use and wear.

REPORTS

of the students' work are regularly made at the end of each term. These are sent to the parent or guardian when desired. Reports will be made to parents, if requested, each month or week.

STUDENTS' MONEY.

Students coming from a distance are advised to deposit their money in one of the city banks and draw it in such sums and at such times as may suit their convenience, or they may deposit it with the secretary of the Institute. Parents and guardians may deposit with the secretary for the necessary expenses of students if they so desire, and the money will be paid out in such sums as may be required.

TUITION.

All tuition must be settled in advance. Any one entering for less than a term will be charged 90 cents per week. Tuition will be refunded to any student who is compelled to leave on account of protracted sickness; but for the time in attendance he will be charged 90 cents per week. Fractional weeks will be counted full weeks.

Any student, by paying one hundred and eighteen dollars in advance, can attend the Academic Department for the entire school year of forty-eight weeks, including the Normal Term, and have furnished tuition, good board, and a furnished room, well cared for.

For one hundred dollars paid in advance the same will be furnished for the four regular terms of the school year—forty weeks.

Twenty-eight dollars in advance will pay the same for one term of ten weeks. Any one can have his money refunded, by paying full rates for the time in attendance, but room rent is not refunded until the room is rented.

LOST TIME.

Tuition once paid will not be refunded except in cases of protracted sickness, as our school is in continuous session, and we are ready and willing, at all times, to carry out our part of the contract in every particular.

SITUATIONS FOR STUDENTS.

We are frequently asked whether we agree to furnish situations for those who finish a course here. Our answer is: We do not promise this. Such promises are seldom satisfactorily fulfilled. However we have been able thus far to get good places for nearly all our students who have desired them, and judging from the satisfaction they are giving we will be able to do so in the future. We will do what we can for those who by honesty, thorough work, and genteel manners prove themselves worthy of a good position.

Text Books Used.

Algebra,	Wentworth's School Algebra.
Arithmetic,	Walsh, Bailey.
Botany,	Gray.
Civil Government,	Townsend.
Chemistry,	Remsen.
Geography,	Indiana Series, Frye.
Geometry,	Wentworth.
Grammar,	Reed & Kellogg, Maxwell.
History—U. S.,	MacMaster.
History—English,	Montgomery.
History—General.	Myers.
Latin,	Collar & Daniell, Latin Texts.
Logic,	Jevon-Hill.
Literature,	Westlake.
Pedagogy,	White, Hewitt.
Physics,	Gage.
Physiology,	Martin.
Psychology,	James.
Rhetoric,	Hart.
Zoology,	Packard.

Names and Addresses of Students.
Year 1896–97.

Abbott Sidney L.,	Elkhart, Ind.
Abel Ida,	" "
Aldrich Arthur,	" "
Angstead B. F.,	" "
Ayers Flora A.,	Chicago, Ill.
Ball Grace,	Elkhart, Ind.
Ball Mae,	" "
Ballenger William,	" "
Barnes Gertie,	" "
Barrows A. H.,	" "
Beachy Tena,	" "
Beck Nellie,	" "
Bemiller Geo. F.,	" "
Bender Melvin E.,	" "
Best Nellie,	" "
Bird Gertrude,	" "
Blackwood Lillian,	" "
Blosser Barbara,	Caledonia, Mich.
Blosser Lizzie,	Elkhart, Ind.
Bolen Cecile,	" "
Bordner J. S.,	Bristol, Ind.
Bostwick Grace,	Elkhart, Ind.
Bostwick Pearl,	" "
Boyer Lillian,	" "
Bradley Bessie,	" "
Brown Sam'l D.,	" "
Brunk Addie,	" "
Brunk Anna B.,	" "
Brunk Enos,	" "
Brunk John K.,	" "
Bulla Blanche,	" "
Caiger Mae,	" "
Canis Clara,	" "
Canis William,	" "
Carper F. J.,	" "
Coffman Anna B.,	" "
Chamberlin Leslie,	" "
Colby O. L.,	Adamsville, Mich.
Collins May E.,	Elkhart, Ind.
Cloutier Homer,	" "

Cook Dennis,	Elkhart, Ind
Cooper Grace,	Goshen, Ind
Culp Frank,	South West, Ind
Culp John,	" " "
Dalton Wm.,	Elkhart, Ind.
DeCamp Vesta,	" "
Deiner Asa D.,	" "
Delano Earl,	" "
Detweiler Irvin R.,	Sterling, Ill.
Dustman Owen,	Dunlaps, Ind.
Eash Isaiah J.,	Goshen, Ind.
Eash L. S.,	Shipshewana, Ind.
Evans Christian,	Elkhart, Ind.
Everest Eliza,	" "
Eyman William,	" "
Ferris Almira,	" "
Ferris C. B.,	" "
Floyd Chester B.,	" "
Funk Edna,	" "
Funk Maude M.,	" "
Garber Henry H.,	Goshen, Ind.
Gard Eston,	Elkhart, Ind.
Gardiner Bessie,	" "
Gingrich Dilman,	Preston, Ont.
Godfrey John,	Elkhart, Ind.
Goldberg Max,	" "
Gravit William,	" "
Grenier George,	" "
Groff Benjamin,	Wheatfield Mills, Pa.
Hahn Sarah,	Caledonia, Mich.
Hani Clara,	Elkhart, Ind.
Hansaker Leslie C.,	Old Frame, Pa.
Hartzler Celesta,	Elkhart, Ind.
Hartzler Vernon S.,	" "
Hartzler Winona,	Goshen, Ind.
Heasley Delbert,	Elkhart, Ind.
Holben Harley,	Osceola, Ind.
Holdeman Anna,	Elkhart, Ind.
Holdeman Timothy,	" "
Hollinshead H. C.,	Mishawaka, Ind.
Hoover C. F.,	Adamsville, Mich.
Hoover Elva,	Elkhart, Ind.
Hoover Nettie,	Goshen, "
Hostetler F. H.,	Conway, Kan.
Jacobson Frank,	Elkhart, Ind.
Johns Ira S.,	Goshen, "
Johns E. H.,	" "
Kantz Chas. W.,	Elkhart, Ind.
Karnell Esther,	" "

Kavanagh J. M.,	Elkhart, Ind.
Keen Marion,	" "
Kinyon Frank,	Adamsville, Mich.
Knopf Pansy,	Elkhart, Ind.
Krumm John,	Woodland, Ind.
Kulp Ella,	Elkhart, "
Kurtz D. H.,	Belleville, Pa.
Landes John H.,	Elkhart, Ind.
Lehman Grace,	" "
Lilly Alice,	" "
Long Everett R.,	Vistula, "
Longacre Daisy,	Elkhart, "
Lusher Carrie,	" "
Lynch Agnes,	" "
Lynch William,	" "
Mann Ella,	Elkhart, Ind.
Mann Tobias,	" "
Manning Mary,	" "
Markel Orrin,	" "
Martin Daniel J.,	" "
Martin Edward F.,	" "
Martin Salome,	" "
McIntyre Walter,	" "
Mellott Florence,	" "
Miller A. B.,	" "
Miller, Mrs. A. B.	" "
Miller Lawrence,	Dunlap, Ind.
Mishler Oliver,	Elkhart, "
Monschien Thecla,	" "
Morgan Frances M.,	" "
Motts Tena,	Osceola, "
Mumaw Andrew,	Elkhart, Ind.
Myers Emma,	" "
Myres Rilla,	" "
Myres Clinton W.,	" "
Osborn Bessie,	Elkhart, Ind.
Page Rollo,	Elkhart, Ind.
Parmalee Perry,	Hillsdale, Mich.
Press Homer,	Elkhart, Ind.
Paulus Susie,	" "
Pease William,	" "
Pegg Byrle,	" "
Plank Ralph,	" "
Power Alice G.,	" "
Poyser Albert G.,	Cromwell, "
Reamon Joseph,	Markham, Ont.
Rexinger Merritt,	Elkhart, Ind.
Rice Mattie,	" "
Ricker Frank,	Galion, Ohio.

Rollman Carl,	Burr Oak, Mich.
Rood Hallet C.,	Goshen, Ind.
Rosewell Louise,	Elkhart, "
Ruch Mertie,	" "
Saltzberry Orva,	Goshen, Ind.
Straub Ammon,	Elkhart, Ind.
Swaffield Lottie,	" "
Scoles Geo.,	" "
Seidel Etta,	" "
Shank Ada,	Elida, Ohio.
Shantz Edwin,	Hespeler, Ont.
Shantz Milton,	Cullom, Ill.
Sharp Nettie,	Elkhart, Ind.
Shaw Theresa,	" "
Sherk Barbara,	" "
Shuler Arthur,	" "
Sigerfoos Anola,	" "
Sigerfoos Cyntha,	" "
Sigle Wm. A.,	" "
Simonton Lloyd,	" "
Sims Chas. L.,	" "
Slabaugh N. M.,	Plevna, Ind.
Slabaugh Wm. H.,	" "
Stauffer Minnie,	Elkhart, "
Stauffer Sarah,	" "
Steiner S. S.,	Bluffton, Ohio.
Shrock A. M.,	Goshen, Ind.
Sweitzer Fannie,	Elkhart, "
Sykes Walter A.,	" "
Thornton Wilson,	Elkhart, Ind.
Thornton Oliver,	" "
Turnock Albert,	" "
Upson Claude,	Elkhart, Ind.
Vanfleet Geo.,	Elkhart, Ind.
Wagner Ethel,	Elkhart, Ind.
Wahl Sophia,	" "
Weaver Rose,	" "
Weldy Tena,	" "
Wingeier F. C.,	Winesburg, Ohio.
Winters Frank,	Elkhart, Ind.
Williams Clyde,	Goshen, "
Withers Wesley,	Elkhart, Ind.
Wolf Harry,	" "
Yoder Anna,	Goshen, "
Yoder Levi,	Shipshewana, "
Yoder Anna,	Elkhart, "

List of Students who have Attended the Institute

During the School Year 1897 & 1898.

Abbott Sidney L.,	Elkhart, Ind.
Albright Simon,	Tiskilwa, Ill.
Angstead B. F.,	Elkhart Ind.
Barrows A. H.,	Elkhart, Ind.
Barthel Mildred,	Goshen, "
Beachy Tena,	Elkhart, "
Bender C. E.,	Grantsville, Md.
Berkey Lavona,	Middlebury, Ind.
Betzner E. B.,	Elkhart, "
Bierman Carl,	" "
Bird Gertrude,	" "
Bishop Earl,	Adamsville, Mich.
Blosser Barbara,	Caledonia, Mich.
Blosser Lizzie,	Elkhart, Ind.
Bolen Cecile,	" "
Borneman Herman,	" "
Bostwick Pearl,	" "
Bauer E. H.,	Wakarusa, "
Bradley Bessie,	Elkhart, "
Brunk Anna,	" "
Brunk Enos,	" "
Brunk John,	" "
Burns R.,	Adamsville, Mich.
Buzzard J. F.,	Goshen, Ind.
Campbell E. M.,	Willshire, Ohio.
Canis Wm.,	Elkhart, Ind.
Carpenter Pearle,	" "
Carper F. J.,	" "
Cloyse Chas.,	" "
Coffman Anna B.,	" "
Coffman Fannie,	" "
Compton Herman,	" "
Cook Dennis,	" "
Cooper Grace,	Goshen, "
Crane Geo.,	Elkhart, "
Crawford F. H.,	" "
Crider Lulu,	" "

Cripe Retta A.,	Goshen, Ind.
Dalton W. D.,	Elkhart, "
Deiner A. D.,	" "
Deitch Harry,	" "
Dellinger Mabel,	" "
Detweiler I. R.,	Sterling, Ill.
Dewey Alta,	Goshen, Ind.
Deye Lewis,	Elkhart, "
Dohn Mrs. C.,	" "
Dunmire Chas.,	Dunlaps, "
Dunnington Chas.,	Elkhart, "
Eash L. S.,	Shipshewana, "
Ebersole F. S.,	Ayr, Neb.
Eddy Minnie P.,	Elkhart, Ind.
Evans Christian,	" "
Everest Frances,	" "
Fergison John,	Adamsville, Mich.
Ferris Almira,	Elkhart, Ind.
Finn Wm.,	" "
Freed Cora,	Wakarusa "
Gagle Wendolin,	Elkhart, Ind.
Garvin Isabel,	" "
Goard Mary B.,	" "
Godfrey Emmett,	" "
Good Geo. E.,	South English, Ia.
Gravit W. F.,	Elkhart, Ind.
Groff B. L.,	Wheatfield Mills, Pa.
Grosh J. H.,	Elkhart, Ind.
Hacking Edwin,	Elkhart, Ind.
Hartzler Celesta,	" "
Hartzler V. S.,	" "
Harvey Nellie,	" "
Hahn Sarah,	Caledonia, Mich.
Hayes Josephine,	Kendallville, Ind.
Heasley D. F.,	Elkhart, "
Heasley H. B.,	" "
Herr Jay M.,	Lime Valley, Pa.
Hershberger Jacob,	Vistula, Ind.
Hitchcox Lucia,	Union, Mich.
Hitchcox Susie,	" "
Holdeman Anna,	Elkhart, Ind.
Hostetter L. S.,	Shipshewana, "
Hunryager Sam'l,	Elkhart, "
Hunter Bertha,	" "
Hunter J. H.,	" "
Huston N.,	" "
Jacobs W. K.,	" "
Jacobson Frank,	" "
Jager H. B.,	Plattville, Ill.

Johns Elmer H.,	Goshen, Ind.
Johns Ira S.,	Goshen, "
Kanagy S. M.,	Milroy, Pa.
Kantz C. W.,	Elkhart, Ind.
Kantz Ernest,	" "
Karnell Ester,	" "
Kavanagh J. M.,	" "
Keen Marion,	" "
Kistner J. W.,	" "
Knopper Lizzie,	" "
Kornhaus F. N.,	" "
Krinkie Geo.,	" "
Krinkie Jeanette,	" "
Kronk Hattice,	Elkhart, Ind.
Kyte Cora M.,	" "
LeFevre Emma D.,	Sterling, Ill.
Landes J. H.,	Elkhart, Ind.
Landis Mary F.,	New Danville, Pa.
Lehman Grace,	Elkhart, Ind.
Leer Rosa,	Goshen, Ind.
Lilly Allie,	Elkhart, "
Livengood Marie,	" "
Long J. M.,	" "
Longsdorf Dora,	" "
Leush Walter,	" "
Lynch Agnes,	" "
Lynn Mary,	" "
Manning Mary,	" "
Markel Wm.,	" "
Marner L. L.,	Iowa City, Ia.
Martin Edward,	Elkhart, Ind.
Martin Daniel,	" "
Martin Robert,	" "
Martin Salona,	" "
Martz J. R.,	New Paris, Ind.
McMillan Jessie,	Elkhart, "
Metzger Ella,	" "
Miller A. R.,	" "
Miller Mrs. A. R.,	" "
Miller L. R.,	Dunlaps, "
Minnich Ralph,	Elkhart, "
Monschien Thecla,	" "
Monschien Thomas,	" "
Morlan James,	South West, "
Morgan Frances,	Elkhart, "
Mumaw Andrew,	" "
Mumaw Clara,	" "
Myers Clinton,	Dunlaps, "
Myres Emma,	Elkhart, "
Mylin Walter,	Herrville, Pa.

Neu Eva,	Elkhart, Ind.
Osborn Hattie,	Elkhart, Ind.
Parmalee Perry,	Hillsdale, Mich.
Paulus Susie,	Elkhart, Ind.
Plank Ralph,	" "
Pletcher Susie,	" "
Pontius Stella,	Adamsville, Mich.
Ranck Anna N.,	Strasburg, Pa.
Replogle Elnora,	Elkhart, Ind.
Rexinger Merritt,	" "
Richardson Lois,	Union, Mich.
Ricker Frank,	Galion, Ohio.
Rood Hallet,	Goshen, Ind.
Sage Jeanne G.,	Elkhart, Ind.
Sanford Robert,	" "
Scoles Geo.,	" "
Sensibaugh Mary,	Milford, "
Sharp Nellie S.,	Elkhart, "
Shaw Tressa,	" "
Shantz E. S.,	Hespeler, Ont.
Shaum Sarah,	Wakarusa, Ind.
Shirk John,	Elkhart, "
Shirley Glen,	" "
Shrock A. M.,	Goshen, "
Sigle W. E.,	Elkhart, "
Simonton Lloyd,	" "
Sims Chas. L.,	" "
Skinner Ella,	Nappanee, "
Smith Laura E.,	Elkhart, "
Smith Nellie M.,	" "
Smitley Lloyd,	" "
Snavely Ella,	Lime Valley, Pa.
Stauffer Minnie,	Elkhart, Ind.
Stauffer Sarah,	" "
Stauffer W. A.,	" "
Strong Bessie,	Adamsville, Mich.
Stultz F. W.,	Bristol, Ind.
Stultz Harmon,	" "
Stutzman Alta,	Harbor Springs, Mich.
Stutzman Jacob,	Sharon Center, Ia.
Swayne Vida,	Elkhart, Ind.
Sykes W. A.,	" "
Thompson Edna,	Adamsville, Mich.
Thornton Oliver,	Elkhart, Ind.
Thornton Wilson,	" "
Truex Effie,	Nappanee, "
Turner W. F.,	"
Underhill Bertha,	Elkhart, Ind.
Wagner Ethel,	Elkhart, Ind.

Walley James,	Elkhart, Ind.
Waterman Menno,	" "
Wear Bert,	" "
Weaver John,	" "
Weaver Katie,	" "
Weldy Tena,	" "
Welter L. H.,	Bristol, "
Worden E. J.,	Malleson, Mich.
Work John C.,	Elkhart, Ind.
Work Madge,	" "
Yoder Jessie,	Elkhart, Ind.
Yoder L. W.,	Orrville, Ohio.
Yoder M. S.,	Weilersville, Ohio.

....NORMAL TERM....

On Tuesday, June 7, 1898, will begin the fourth Summer Normal of the Elkhart Institute, to continue eight weeks.

THE OBJECT

is to give special advantages to those who wish to take a thorough review of the Common Branches and other subjects required of teachers in the several states. Particular attention will be given to Psychology and Pedagogy.

INSTRUCTORS.

D. J. Troyer, Science and Pedagogy. J. S. Hartzler, Mathematics and History. Miss S. Ellen Haines, Literature and Geography. Miss Mary E. Herr, Language and Elocution. T. H. Holdeman, Commercial Department. Miss Lizzie A. Gingrich, Shorthand and Typewriting. The instructors have made careful preparation in their subjects, are successful teachers, and have experience in Normal work.

EXPENSES.

TUITION for the term - - - - - - - -	$ 6.50
Extra for Bookkeeping, or Shorthand and Typewriting - - - - - - - - - -	5.50
BOARD with room, in private families, per week	3.00
Institute Boarding Hall - - - - - -	1.50
FURNISHED ROOMS in private families, two in a room, each - - - - - - - - - -	.50

Upon application, information concerning the regular work of the Institute or the Normal Term will be cheerfully given. A few lines from you in reference to the school will receive our immediate attention.

Very respectfully yours,

Secretary, ELKHART INSTITUTE.

Catalogue

OF THE

Elkhart Institute

GOSHEN COLLEGE
LIBRARY

Elkhart, Indiana.

1899-1900.

CATALOGUE

OF THE

ELKHART INSTITUTE

ELKHART, INDIANA.

Announcements for

1899-1900.

Calendar for 1899-1900.

Fall Term opens	August 29, 1899
Fall Term closes	November 3, 1899
First Winter Term opens	November 6, 1899
Christmas Vacation	December 22, 1899, to January 3, 1900
First Winter Term closes	January 21, 1900
Second Winter Term opens	January 24, 1900
Second Winter Term closes	April 1, 1900
Spring Term opens	April 4, 1900
Spring Term closes	June 10, 1900
Normal Term opens	June 14, 1900
Normal Term closes	August 5, 1900

Corporation.

OFFICERS.

J. S. Coffman, *President*, . . . Elkhart, Ind.
M. S. Wambold, *Vice-President*, . . . Elkhart, Ind.
J. S. Hartzler, *Secretary*, . . . Elkhart, Ind.
Lewis Kulp, *Treasurer*, ... Elkhart, Ind.

BOARD OF DIRECTORS.

(Term of office expires in 1899.)

Jacob Mast . . . . Fawn River, Mich.
M. S. Wambold . . . . . Elkhart, Ind.
Lewis Kulp . . . . . Elkhart, Ind.

(Term of office expires in 1900.)

J. S. Hartzler . . . . . Elkhart, Ind.
A. L. Buzzard . . . . . Elkhart, Ind.
J. S. Coffman . . . . . Elkhart, Ind.

(Term of office expires in 1901.)

Noah S. Hoover . . . . . Goshen, Ind.
John O. Martin . . . . . Elkhart, Ind.
C. P. Yoder . . . . . Goshen, Ind.

Faculty.

NOAH E. BYERS, Chairman,
Mathematics, Science.

C. HENRY SMITH,
Languages, Literature.

JONAS S. HARTZLER,
Geography, Bible.

NORMAN S. GINGRICH,
History, Bookkeeping.

WELLINGTON K. JACOBS,
Penmanship, Drawing.

LIZZIE. A. GINGRICH,
Shorthand, Typewriting.

ABRAM B. KOLB,
Advanced Chorus, Oratorio.

.....
Rudimental Music.

ROSE A. WILSON,
Elocution, Physical Culture.

*.....
Church History.

* DANIEL KAUFFMAN,
Church Doctrine, S. S. Normal Work.

* JOHN S. COFFMAN,
Bible Outlines.

Sh ort Bible Course.

The Elkhart Institute.

For many years a number of the thoughtful members of the Mennonite denomination have felt keenly the loss to their church of great numbers of young people who received an education in high schools and colleges. In examining into the cause it was easy to conclude that those societies which care for and educate young people are most likely to win and hold them as members. Believing every parent and every society to be responsible for the education, as well as the moral training of the children which Providence has intrusted to them, the idea was conceived to found an institution for higher education to be under the control of members of their own denomination.

After many prayers and sacrifices, the Elkhart Institute Association was organized. The school was opened and conducted for some time in the G. A. R. hall in the city of Elkhart, Indiana. Later a suitable building was erected for its use. The school has slowly but steadily improved from its beginning, and today its prospects are the brightest in its history. As a whole, it has a better grade of students, has more who have entered with a view of taking a full course, and is doing more advanced work, than ever before.

It will soon enter upon its sixth year, on a more permanent basis than it has known heretofore. Its managers, as in the past, are determined to leave nothing undone that may minister to its success. They have the assurance that many of its former friends and patrons believe that the institution is a means of great good, that it compares favorably with similar institutions; and that they are using their influence in every way to second the efforts of those who have it in charge.

The mission of the Elkhart Institute is to furnish the best possible opportunities to young men and women to prepare themselves for the various duties of life, not for mere selfish ends, but to become of the greatest possible use to others. The

Board and teachers will do their utmost to better qualify men and women for every relation in life—the home, the farm, the school room, the counting house. It is their aim to train students in the exercise of clear, independent thought; to cultivate in each his own individuality; by original investigation to lead to the acquirement of knowledge which gives power. More than this, it is the aim to lead the young mind in attaining to wisdom, without which knowledge fails to be a blessing. The highest object is, by precept and example, to bring the young people under the influence of the "wisdom that is from above."

RELIGIOUS INFLUENCE.

The lack of moral and religious influence in many schools is in a large measure, what has called the Elkhart Institute into existence. It is, therefore, in place to state the belief of its managers that intellectual training, apart from morality and religion, only renders the possessor more harmful to the community, and that the influence of Christianity upon education is a wholesome one in the building of character. One of the most prominent features of the school is the effort to impress on its students the claim and benefits of a Christian education. The daily devotional exercises which each student is required to attend will combine, in some measure, for all the students practical Christian teaching with intellectual training. The Bible Department will afford special advantages in this line to the students who take this course of study. For the benefit of those who cannot find time to take the regular Bible Course, a class in the study of the Gospels, one in the study of the Acts of the Apostles, and one in the study of Missions, have been organized, which meet once each week. Much is being accomplished in these classes without taking the time needed in the preparation of other lessons.

LOCATION.

Elkhart, with a population of seventeen thousand inhabitants, is situated at the junction of the St. Joseph and Elkhart rivers, one hundred miles east of Chicago, and is one of the leading commercial and manufacturing centers of Northern Indiana. It is easily reached from all points, being located on the Lake Shore & Michigan Southern, Big Four, and Elkhart & West-

ern railroads, and is surrounded by as beautiful and fertile a section of country as can be found anywhere in the West. The natural drainage is excellent, and the health of the city compares favorably with the best in the State. It has the modern improvements of large cities—excellent cement sidewalks, water-works, electric lights and street cars. All the leading churches are represented. Three weekly and two daily newspapers are sustained.

The Elkhart Institute Association erected the only building in the city for higher education, aside from the public schools. It is situated within the southern borders of the city limits, in a desirable neighborhood, ten minutes' walk from the Lake Shore & Michigan Southern Railway depot, among pleasant homes of Christian people. The building is substantially constructed, well lighted and heated, supplied with water and gas, and conveniently arranged.

ADMISSION.

Any person of good moral character will be admitted, and find work suited to his needs. Those desiring to complete one of the outlined courses should be present on the first day of the school year. Students desiring special work may enter at any time, but will find it to their advantage to begin on the first day of the term. All will be required to pass an examination in orthography or take the work in class. For information with regard to entrance requirements for the different courses, see introduction to various departments.

Academic Department.

NOAH E. BYERS, Principal,.....*Sciences and Mathematics.*
C. HENRY SMITH,.....*Languages and Literature.*
JONAS S. HARTZLER, ...*Grammar and Geography.*
NORMAN S. GINGRICH,.....*History and Economics.*
WELLINGTON K. JACOBS,.....*Penmanship and Drawing.*

LATIN—SCIENTIFIC COURSE.

This course extends through four years and provides thorough instruction in the Ancient and Modern Languages and Literatures, History, Mathematics and the Natural Sciences.

The course as outlined is especially designed for those who contemplate the completion of a regular college course and covers the work usually given in preparatory departments and the Freshman year in the College proper.

Our students are admitted without examination to any of the following institutions:

Northwestern University; Wooster University;
Indiana University; Purdue University;
Indiana State Normal School.

With the wide range of electives that are offered for the Senior year, this course provides a good general academic education, such as is needed as a preparation for any profession or occupation.

Common school graduates and persons holding teachers' certificates will be admitted without examinations. Others are required to pass an examination in Orthography, Reading, Arithmetic, Geography, Grammar and Penmanship.

Special classes will be organized for the benefit of those who can not pass these examinations.

Students should have some knowledge of elementary Phy-

siology and U. S. History in order to do thorough work in the more advanced courses given in these subjects.

The best results will be obtained from this course by regular attendance for four successive years, and only students of mature age and exceptional mental and physical vigor should plan to finish the work in less than the prescribed time.

SCHEDULE OF STUDIES.

The number of hours of recitation is designated by the figures at the right.

FIRST YEAR.

FIRST TERM.

- LATIN—Collar and Daniell.....(5)
- ALGEBRA—Integral Expressions, Simple Equations...(5)
- PHYSICAL GEOGRAPHY—Structure and Divisions of the Earth's Surface.....(3)
- U. S. HISTORY—Early History to 1789.....(5)
- RHETORIC—Punctuation and Diction.....(2)

SECOND TERM.

- LATIN—Collar and Daniell.....(5)
- ALGEBRA—Factoring and Fractions.....(5)
- PHYSICAL GEOGRAPHY—Phenomena on the Earth's Surface.....(3)
- U. S. HISTORY—From 1789 to the Present Time.....(5)
- RHETORIC—Sentence and Paragraph.....(2)

THIRD TERM.

- LATIN—Collar and Daniell.....(5)
- ALGEBRA—Fractional and Simultaneous Equations...(5)
- BOTANY—Plant Morphology and Physiology.....(3)
- ENGLISH HISTORY—From 54 B. C. to 1558 A. D.....(3)
- DRAWING.....(3)
- RHETORIC—Prose Composition.....(2)

FOURTH TERM.

- LATIN—Viri Romae (8 lives).....(5)
- ALGEBRA—Involution, Evolution, Radicals, Quadratics(5)
- BOTANY—Plant Analysis.....(3)
- ENGLISH HISTORY—1558 to Present Time.....(3)
- DRAWING.....(3)
- RHETORIC—Figures of Speech and Versification.....(2)

SECOND YEAR.

FIRST TERM.

LATIN—Cæsar; Composition.....(5)
GEOMETRY—The Straight Line and Circle.....(5)
ZOOLOGY—Invertebrates.....(4)
CIVIL GOVERNMENT—To Powers of Congress.....(3)
AMERICAN LITERATURE—Early Writers.....(3)

SECOND TERM.

LATIN—Cæsar; Composition.....(5)
GEOMETRY—Proportional Lines, Similar Polygons....(5)
ZOOLOGY—Vertebrates.....(4)
CIVIL GOVERNMENT—National and State Constitutions (3)
AMERICAN LITERATURE—Writers since 1850.....(3)

THIRD TERM.

LATIN—Cæsar; Composition.....(5)
GEOMETRY—Polygons and Circles, Lines and Planes in Space, Polyhedrons.....(5)
ZOOLOGY—Mammals.....
PHYSIOLOGY—Locomotion and Nutrition } .....(5)
ENGLISH LITERATURE—449 to 1700.....(5)

FOURTH TERM.

LATIN—Cæsar; Derivation .....(5)
GEOMETRY—Cylinders, Cones, Sphere, Conic Sections.(5)
PHYSIOLOGY—Circulatory, Respiratory and Nervous Systems.....(5)
ENGLISH LITERATURE—1700 to the Present.....(5)

THIRD YEAR.

FIRST TERM.

LATIN—Cicero, *Kelsey*.....(5)
GREEK—White's First Book; Goodwin's Grammar....(5)
PHYSICS—Properties of Matter and Dynamics.....(4)
GENERAL HISTORY—Egyptian and Grecian.....(4)
ENGLISH—Pope and Dryden.....(2)

SECOND TERM.

LATIN—Cicero, *Kelsey*; Composition.....(5)
GREEK—Grammar; White's First Book.....(5)
PHYSICS—Heat and Current Electricity.....(4)
GENERAL HISTORY—Roman .....(4)
ENGLISH—Epic Poetry.....(2)

THIRD TERM.

LATIN—Cicero, *Kelsey;* Composition.....(5)
GREEK—Grammar; White's First Book.....(5)
PHYSICS—Magnetism, Thermo and Frictional Electricity.....(4)
GENERAL HISTORY—Mediæval.....(4)
ENGLISH—Drama—Shakespeare.....(2)

FOURTH TERM.

LATIN—Cicero, *Kelsey*.....(5)
GREEK—The Anabasis; Composition.....(5)
PHYSICS—Sound and Light.....(4)
GENERAL HISTORY—Modern.....(4)
ENGLISH—Drama—Shakespeare and Marlowe.....(2)

FOURTH YEAR.

FIRST TERM.

LATIN—Virgil; Versification.....(5)
GREEK—The Anabasis; Composition.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Common Elements and Chemical Combinations.....(3)
ENGLISH—English and American Essayists.....(2)

SECOND TERM.

LATIN—Virgil; Versification.....(5)
GREEK—The Anabasis.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Acid Forming Elements.....(3)
ENGLISH—English and American Essayists.....(2)

THIRD TERM.

LATIN—Virgil; Derivation.....(5)
GREEK—The Anabasis and New Testament.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Base Forming Elements.....(3)
ENGLISH—Fiction.....(2)

FOURTH TERM.

LATIN—Ovid.....(5)
GREEK—The Iliad; Prosody.....(5)
PLANE TRIGONOMETRY.....(5)
CHEMISTRY—Organic Chemistry and Qualitative Analysis.....(3)
ENGLISH—Elements of Literary Criticism.....(2)

NORMAL COURSE.

The object of this course is to offer to those desiring to fit themselves for teachers in the public schools a course of thorough training necessary for their work.

The course will include a thorough review in the common branches, work in English and American Literature, Rhetoric, Civil Government, Algebra, Physical Geography, Zoology, Psychology, Pedagogy, Penmanship and Drawing.

The courses prescribed by the Indiana Teacher's Reading Circle are made elective. Botany is given as an option with English Literature, in the third and fourth terms of the second year.

A thorough course in reading has been added in which the student is taught the the principles underlying the correct interpolation and intelligible expression of thought. Much time is devoted to practice in the application of these principles.

Realizing that the successful teacher needs to know not only *what* to teach, but that he needs to know also *how* to teach, methods of presentation are constantly discussed in the classes. All the work of the course is given with the view of preparing those who take it to teach it to others.

Those passing the examinations in any of the branches of this course will receive credits which will stand in their favor if they should decide to take the Latin-Scientific course later.

FIRST YEAR.

FIRST TERM.

ARITHMETIC—Fractions and Denominate Numbers...(3)
GRAMMAR—Sentence .....(5)
U. S. HISTORY—1492–1789.....(5)
RHETORIC—Punctuation and Diction.....(2)
CIVIL GOVERNMENT—To Powers of Congress.....(3)
PENMANSHIP .....(5)

SECOND TERM.

ARITHMETIC—Literal Quantities, Proportion.....(3)
GRAMMAR—Parts of Speech.....(5)
U. S. HISTORY—1789–1898 .....(5)
RHETORIC—Sentence and Paragraph .....(2)
CIVIL GOVERNMENT—Federal and State Constitutions.(3)
PENMANSHIP .....(5)

THIRD TERM.

ARITHMETIC—Percentage .....(3)
ENGLISH HISTORY—54 B. C.–1558 A. D. .....(5)
GRAMMAR—Inflection and Syntax.....(5)
RHETORIC—Composition .....(2)
DESCRIPTIVE GEOGRAPHY—Western Continent.....(4)
DRAWING .....(3)

FOURTH TERM.

ARITHMETIC—Involution, Evolution, Mensuration.....(3)
ENGLISH HISTORY—1558–1898 .....(5)
WORD ANALYSIS.....(5)
RHETORIC—Figures of Speech and Versification.....(2)
DESCRIPTIVE GEOGRAPHY—Eastern Continent.....(4)
DRAWING .....(3)

SECOND YEAR.

FIRST TERM.

ALGEBRA—Integral Expressions, Simple Equations...(5)
PHYSICAL GEOGRAPHY—Structure and Divisions of the Earth's Surface.....(3)
AMERICAN LITERATURE—Early Writers.....(3)
ZOOLOGY—Invertebrates.....(4)
PSYCHOLOGY—Presentation, Representation.....(3)
READING.....(2)

SECOND TERM.

ALGEBRA—Factoring, Fractions.....(5)
PHYSICAL GEOGRAPHY—Phenomena of the Earth's Surface .....(3)
AMERICAN LITERATURE—Writers since 1850.....(3)
ZOOLOGY—Vertebrates .....(4)
PSYCHOLOGY—Thought, Emotion, Will.....(3)
READING .....(2)

THIRD TERM.

ALGEBRA—Fractional and Simultaneous Equations...(5)
ZOOLOGY—Mammals .....
PHYSIOLOGY—Locomotion, Nutrition .. } .....(5)
ENGLISH LITERATURE—449–1700.....(5)
PEDAGOGY—Philosophy of Teaching.....(5)

FOURTH TERM.

ALGEBRA—Involution, Evolution, Radicals, Quadratics (5)
PHYSIOLOGY—Circulatory, Respiratory and Nervous Systems.....(5)
ENGLISH LITERATURE—1700 to the Present.....(5)
PEDAGOGY—School Management.....(5)

SUBJECTS.

ENGLISH.

Our work in English extends through the entire Latin-Scientific course. Two recitations per week during the first year are given to class-work in Rhetoric. This subject is carefully studied from a technical standpoint. At the same time the student is required to write compositions and essays, in order to teach him to apply his knowledge.

The History of American and English Literature and some of the Masterpieces are studied in the second year.

During the last two years, two hours per week are devoted to the study of Masterpieces from representative authors. Many of the selections studied are those recommended for college requirements in the report of the Committee of Ten.

Each student is required to read some book during each term, and write a critique or a review on the work read.

LANGUAGES.

A course of four years in Latin is provided, including Grammar, Prose Composition, Versification and Derivation. Works read are Collar and Daniell's Lessons; Viri Romae; Cæsar's Gallic War (five books); Virgil (Æneid and Bucolics).

Greek consists of a two years' course, and includes the elements of the language, four books of Xenophon's Anabasis, selections from Homer's Iliad, and selections from the New Testament.

German is offered as an option with the Greek, during the third and fourth years, and consists of the study of Grammar, Composition and German Literature. The aim of the course is to give the student the ability to read and converse in the language.

HISTORY.

The course in History includes General, English and United States History. Some map work is insisted upon. Not only facts are studied, but the great movements which had a moulding influence on civilization are traced to their causes and followed to their results.

General History includes Roman, Grecian, Mediæval and Modern History. Two terms are given to United States History and two terms to the History of England.

MATHEMATICS.

The course in Mathematics covers four years' work, and includes Higher Arithmetic, Elementary Algebra, Plane and Solid Geometry, Higher Algebra and Plane Trigonometry. The aim of the course is twofold: to cultivate 1st, the power of deductive reasoning and, 2nd, practical skill in the application of mathematical principles. To attain these ends the student is required to give precise and complete explanations of all the principles and problems, and logical, clear-cut demonstrations of all propositions, and to do much practical work in original exercises.

NATURAL SCIENCES.

This work as outlined for the Latin-Scientific Course provides for a continuous study for four years. Physical Geography serves as a good introduction to the other sciences, and is followed by the biological courses in logical order.

The course in Botany includes a thorough study of the essentials of plant structure. Specimens are used in recitation, and the greater part of the spring term is given to practical work with scalpel and microscope, and to plant analysis.

In the study of Zoology it is intended to give the student a general knowledge of the animal kingdom by a careful study in the laboratory and field of type forms. The simpler organisms are studied first, and the course is concluded with a careful study of Mammals.

With this preparatory science work the student is now able to take a thorough course in Human Physiology. The didactic and laboratory methods are combined in such a way as to give

the pupil a comprehensive and scientific knowledge of the structure of the human body and the laws of health.

In order that the student may have the prerequisite mathematical training, the study of Physics is postponed until the third year. The text book work is supplemented by lecture-room experiments and individual laboratory work. During the fourth year Chemistry is taken up, and the essentials of general chemistry are presented. The student is required to perform a large number of carefully selected experiments illustrative of the principles studied.

All the laboratory and recitation work is conducted so as to train the student to do, to observe, to conclude and to express, thus making the science work a means of broad culture.

PSYCHOLOGY AND PEDAGOGY.

The work in these subjects constitutes one continuous course of forty weeks, and is required of all Normal and Bible students, and may be elected by the Latin-Scientific during the Senior year.

Psychology is treated as one of the natural sciences, and the work of the text book is supplemented by inference based on observation and experiments. The object of the course is to acquaint the student with the elementary laws of the mental life and to show him the best methods of psychic culture.

The first term's work in pedagogy is devoted to the Philosophy of Teaching, and the second to School Management. The aim of the course is rather to quicken thought and aid the student in the formation of just opinions on theories and methods, than to prescribe any certain methods.

ELECTIVES.

German may be substituted for the two years's work in Greek. Any of the following subjects may be substituted for a like number of hours in the Senior year of the Latin-Scientific course, viz.: Psychology, Pedagogy, Political Economy and Bible.

Bible Department.

JONAS S. HARTZLER, Principal,.....*Bible.*
NOAH E. BYERS,.....*Psychology and Pedagogics.*
C. HENRY SMITH,.....*English.*
NORMAN S. GINGRICH,.....*History.*
.....*Church History.*
DANIEL KAUFFMAN,...*Church Doctrine and S. S. Normal Work.*
JOHN S. COFFMAN,.....*Bible Outlines.*

REGULAR COURSE.

The need of thorough Bible study is constantly becoming more and more apparent. The church, the Sunday School and the Young People's Meetings need the aid of those who have taken a complete course of Bible study. Such a course, when taken logically and systematically, will serve as a means to utilize much Bible knowledge which otherwise would be of little value to its possessor, as well as to acquire much that is new and useful to him. Realizing this, we take pleasure in offering a course for the benefit of those who wish to prepare themselves for this kind of work. In this course we aim at a careful study of the Bible as to its spiritual import, its history, geography, and the circumstances under which it was written.

Since the study of the Bible is a life work, and few students have the time and money to remain in school long enough to make more than a good beginning, students are required to take an outline of their work and will be given such instruction as will enable them to study and teach the Bible successfully after they have left school and are following their chosen vocations in life.

The course is so arranged that students may devote their entire time to Bible study or take up such parts of it as they are able to pursue in connection with their other studies. Bible

studies may be taken as an elective instead of some of the branches of the last year Scientific Course, thus giving all the academic students an opportunity to get some Bible work. The entire course is practical, both as to subject matter and its application to daily life.

Sectarianism is avoided. Diplomas will be given to those who finish the prescribed course. Proper grades from other reputable schools will be considered.

"Study to show thyself approved of God, a workman that need not be ashamed, rightly dividing the word of truth."—*Paul.*

OUR EXTENSION COURSE.

In the last few years Bible classes were conducted during the Holiday vacation week in some church by a teacher from the Institute. These have been so satisfactory that it has been thought advisable to have an Extension Course in which teachers would conduct such classes at any time desired, and able instructors are now prepared to do work of this kind at any time within the school year.

Churches should take advantage of this opportunity to aid their young people in becoming better versed in doctrines of the Bible and thus be better prepared "to give answer for the hope that is within them."

All admit that one great reason why many young people will not defend the peculiar doctrines of the Bible is that they have no distinct ideas concerning them, and do not know where to find the scriptures to prove them.

The work will be suited to the locality and to the knowledge and ability of the class.

Any of the following courses may be chosen: Old Testament History, Bible Normal Lessons, Four Gospels, Acts of the Apostles, One Hundred Lessons in Bible Study. Any two of the first four may be taken together, one for the forenoon session, the other for the evening. If the One Hundred Lessons in Bible Study is used, one part of the book can be used for the forenoon and the other for the evening. This will enable those who cannot attend both day and evening sessions to get one regular course of lessons.

HOW TO PROCEED.

Get the consent of the congregation where the class is to be held. This is necessary for the success of the class. If possible get the ministers interested. Write to the secretary of the Institute stating the courses desired and the time preferred. When proper arrangements have been made, let your neighboring churches know and invite them to join the class.

OUR SHORT COURSE.

For the benefit of those who can not take a continued course of study but can find a few weeks time to apply to Bible work, we have decided to arrange for a Short Course of four weeks to begin with the beginning of the Second Winter Term, January, 24th, 1900. Aside from the branches that come in the Regular Course there will be classes in Church History, Church Doctrine, Sunday School Normal Work, and Bible Outlines; thus giving those who wish to take this course the opportunity to choose as many subjects as they are able to take. There will be a Bible class each hour of the day.

Tuition for this Course, $4.00. Free to ministers of the gospel. For board and rooms see under the head of Expenses.

SCHEDULE OF STUDIES FOR REGULAR COURSE.

FIRST YEAR.

FIRST TERM.

OLD TESTAMENT HISTORY—To Period of the Judges..(4)
GOSPELS—From the Annunciation to the Parables by the Sea.....(4)
BIBLICAL GEOGRAPHY—Old Testament Times.....(2)
GENERAL HISTORY—Egyptian and Grecian.....(3)
ENGLISH GRAMMAR—Sentences and their elements....(5)
RHETORIC—Punctuation and Diction.....(2)

SECOND TERM.

OLD TESTAMENT HISTORY—To the close of the Canon.(4)
GOSPELS—To the Passion Week.....(4)
BIBLICAL GEOGRAPHY—New Testament Times.....(2)
GENERAL HISTORY—Roman.....(3)
ENGLISH GRAMMAR—Parts of Speech.....(5)
RHETORIC—Sentence and Paragraph.....(2)

THIRD TERM.

New Testament History—To the death of John the Baptist.....(3)
Gospels—To the Ascension.....(4)
Biblical Geography—New Testament Times.....(2)
General History—Mediæval.....(3)
English Grammar—Parts of Speech; Syntax.....(5)
Rhetoric—Prose Composition .....(2)

FOURTH TERM.

New Testament History—To the Destruction of Jerusalem.....(5)
Mosaic Law .....(4)
General History—Modern.....(3)
Word Analysis.....(5)
Rhetoric—Figures of Speech and Versification.....(2)

SECOND YEAR.

FIRST TERM.

Normal Lessons—Bible.....(4)
Acts of the Apostles.....(5)
History of Ancient Religions.....(5)
American Literature—Early Writers.....(3)
Psychology—Presentation and Representation.....(3)

SECOND TERM.

Prophecy—Isaiah, Hosea, Jonah, Micah, Amos .....(4)
History of the Reformation—To the Religious Wars in France.....(5)
Epistles—James, I and II Thessalonians, Galatians, I and II Corinthians, Romans, Philemon..(5)
American Literature—Writers since 1850.....(3)
Psychology—Thought; Emotion; Will.....(3)

THIRD TERM.

Prophecy—Jeremiah, Lamentations, Ezekiel.....(4)
Epistles—Philippians, Colossians, Ephesians, I and II Timothy, Titus, I Peter.....(3)
History of the Reformation—To the Peace of Westphalia.....(3)
English Literature—449 to 1700.....(5)
Pedagogy—Philosophy of Teaching.....(5)

FOURTH TERM.

PROPHECY—Daniel, Joel, Obadiah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, Malachi.(3)
POETICAL BOOKS—Job, Psalms, Ecclesiastes, Proverbs.(3)
EPISTLES—II Peter, Hebrews, I, II and III John, Jude(2)
HISTORY OF THE REFORMATION—To the death of Oliver Cromwell.....(2)
ENGLISH LITERATURE—1700 to the Present.....(5)
PEDAGOGY—School Management.....(5)

BIBLE.

Under this head the Mosaic Law, Poetical Book, Prophecy, Four Gospels, Epistles, and Normal Lessons are considered. The aim in the study of the Mosaic Law is to get a thorough knowledge of the Law, the manner in which it was observed, and its effect upon the people. The work is discussed by topics. No text book is used except the Bible, but each student should have a concordance and Bible dictionary for reference. A good commentary is also desirable as an aid in the study of all the subjects discussed under this head.

The lyrics and odes of the Poetital Books are studied and compared with other sacred literature, but the spiritual import contained therein is the primary reason for their perusal.

Prophecy is studied in relation to its fulfillment, the remainder of the Bible, and times in which it was written. The similarity in the writings of contemporary prophets is also brought out.

The study of the life of Christ is taken up in a chronological order as found in the four Gospels. The motive and style of the writers are studied from their productions. Special attention is given to the teachings of the Savior, and their application to life.

The Epistles are the medium through which the writers and the condition of the churches can be studied. The thoughts presented, and their application to the church of today as well as to individuals occupies the greater part of the time devoted to this study.

Normal Lessons at the beginning of the second year are intended to serve a double purpose, as a sort of review of the first year's work; and as a connective, bringing the various Bible subjects together in their proper relation.

HISTORY.

Old and New Testament History is given in this Department in order that the students may get a knowledge of the chronological order of events. This can not be so well attained in any other way as by the study of some good text on the subject. The deeper truths of the Bible are studied directly from the Sacred Volume itself.

In the study of the Reformation, Protestanism is traced from the birth of Martin Luther to the death of Oliver Cromwell. It shows the condition of the church in the different countries and gives the student an idea of the great persecution and the cost of establishing a religion of "Justification by Faith."

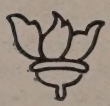
For general History, see page 15.

LANGUAGE AND LITERATURE.

The need of a thorough knowledge of the derivation of words, the meaning of the various roots, prefixes and suffixes, as well as the proper use of words in a sentence, ability to punctuate and paragraph is evident to every Bible student. Word Analysis, Grammar and Rhetoric are placed in the course to supply this need.

The study of Literature in connection with this course is to enable the student to broaden his views, to come in contract with the best writings of different ages and compare them with the literature of the Bible.

For further information on these subjects see page 14.



Elocution and Music Department.

ABRAM B. KOLB, Director,.....*Chorus and Oratorios.*
.....*Rudiments of Music.*
MISS ROSE A. WILSON,.....*Elocution and Delsarte.*

It is the purpose of the Association to make music not merely an ornamental branch of study, but part of a complete education. Teachers of the common schools should have such a practical education in these branches as will enable them to impart their knowledge to others.

CLASS DRILLS IN MUSIC.

Arrangements have been made for regular class lessons in Vocal Music. The classes will be in charge of a competent teacher who will give thorough drills, and teach a knowledge of the signs and characters used in written music, scales, transposition and sight-reading. These lessons will be given to the regular students at the Institute without extra tuition.

When students are able to read music readily and to govern their voices, they are admitted to the Intstitute Chorus which practices at least once a week. This chorus furnishes the music for the Literary Society.

CHORUS AND ORATORIO.

Classes will be formed for advance chorus work, and meet one evening of each week for practice. Not less than one hour will be spent in giving instruction, drills and rehearsals.

The instruction will include sight-reading, correct breathing, pronunciation, intonation, expression and proper use of the voice.

Thorough training will be given: (1) in Sacred Music—chorals, psalms and anthems; (2) in selections from the Oratorios of Mendelssohn, Handel, Haydn and other classic composers. The

classes will give public renditions of their work during the year.

Students who desire private lessons in Vocal Culture, Piano, Organ or Theory will have the advantage of instruction from a teacher of rare attainments.

ELOCUTION.

Today more than ever before, Elocution is being taught in all the leading colleges, academies and public schools. People realize that Elocution is not merely an art of impersonation or imitation to be thrown off or put on at leisure; but that it is a study when once begun you can carry with you always and that it is the study of human nature in all its different moods.

Again this study brings one in contact with the masterpieces of the best authors and gives one a higher appreciation of good literature. The aim of the department is to make the pupils good readers and speakers. Students are taught how throat difficulties occasioned by over use or wrong use of the vocal organs may be avoided; how harsh quality of voice may be removed, and pure, musical quality acquired; how awkwardness in gesture may be conquered; how vocal practice should be regulated. In class work oratory and common reading are given special attention.

PHYSICAL CULTURE.

Physical Culture and Delsarte are taught in connection with Elocution. The physical as well as the mental part of the body should be given special attention and the students who are at work from eight in the morning until four in the evening, need this as a rest to the mental and a development of the physical. The general work includes Indian club, dumb-bell, wand, ball and pole drills and breathing, walking and flexing exercises. Drills are given to remedy the following defects: side or lateral curve of the spine, stooping or uneven shoulders, incorrect poise of the head, and acquired faults in the carriage of the body. The results expected from this work are, a development of weak muscles, a graceful bearing, habitually maintained freedom from awkwardness, and ease and precision in the movements of the body. For rates of tuition see page 33.

Commercial Department.

NORMAN S. GINGRICH, Principal,.....
.....*Bookkeeping, Economics, Civil Government.*
WELLINGTON K. JACOBS,.....*Arithmetic, Penmanship, Banking.*
C. HENRY SMITH,.....*Rhetoric, Literature.*
LIZZIE A. GINGRICH,.....*Shorthand and Typewriting.*

OUR BUSINESS COURSES.

Our country is remarkably rich in great natural resources, the development of which has given rise to our immense interstate and foreign trade, as well as to our great manufacturing interests. New opportunities for success in business are constantly opening. There is a growing demand for well-trained young men and women to fill responsible and paying positions. Talent, alone, will no longer suffice; it must be coupled with training.

It is the aim of our Commercial Department to train our students to do business in the best, most intelligent, and most practical manner. Our prestige has been fairly won during the past five years, not by the use of "printer's ink," but as the result of the conscientious work of managers and teachers, and in consequence of the splendid success of our graduates, not only in this city, but in different parts of the country.

A course of commercial training such as we offer, will give excellent mental discipline, and will be of great value as a preparation for life's duties, even to those who never want to become bookkeepers, or enter active business life.

Beginning with the next school year we will be better equipped than ever before to give a high grade of commercial training.

OUR TWO YEARS' BUSINESS COURSE.

The leading business teachers of the world are showing their faith in a liberal education for all classes of students, by lengthening the course of study. We believe, in common with them, that a business manager or assistant will be more proficient, if his course of study includes a few things besides Bookkeeping, Penmanship, Arithmetic and Commercial Law. For this reason we have adopted a two years' course, as outlined on the following pages.

In addition to a more varied and thorough course in the regular commercial branches, we have added courses of study, which, we know from actual experience, most students need to become more intelligent, more useful, and more practical business men, as well as to fit them for positions of public trust and responsibility. No one should be satisfied with a short course; a short course bookkeeper generally lives on "short pay." High School graduates or students who have College credits, can complete this course in less than the specified time.

SIX MONTHS' COURSE.

We give the same grade of instruction as in our regular course but only in the following subjects: Bookkeeping, Arithmetic, Commercial Law, Penmanship and Spelling. This was formerly our regular course, and is an excellent one for those who cannot attend more than about six months. Students who have taken this course may receive credit for it on our two years' course.

SHORTHAND AND TYPEWRITING.

Students who do creditable work during the first three terms in the regular course may take Stenography as an elective during the remainder of the course.

The number of hours in the English branches is shown in the schedules of the Latin-Scientific and Normal Courses.

FIRST YEAR.

FIRST TERM.

BOOKKEEPING.....Budget A, Business Forms
ARITHMETIC.....Percentage
ORTHOGRAPHY.....Words in common use
PENMANSHIP.....Fundamental movement exercises
RHETORIC.....Punctuation and Diction
CIVIL GOVERNMENT.....The Powers of Congress

SECOND TERM.

BOOKKEEPING.....Budget B, Part I
ARITHMETIC.....Interest and Discount
ORTHOGRAPHY.....Business Spelling
PENMANSHIP..... Movement exercises continued
RHETORIC.....Sentence and Paragraph
CIVIL GOVERNMENT....National and State Constitutions

THIRD TERM.

BOOKKEEPING.....Budget B, Part I continued
ARITHMETIC—Partnership Settlements; Equation of Accounts.
ORTHOGRAPHY..Proper Names, Terms and Abbreviations
BUSINESS CORRESPONDENCE.....Rapid Letter Writing
COMMERCIAL LAW.....To Common Carriers
RHETORIC.....Composition
DRAWING.

FOURTH TERM.

BOOKKEEPING.....Two more partners admitted
COMMERCIAL LAW.....Common Carriers to end of Book
BUSINESS CORRESPONDENCE—Business Letters, Notices, Advertisements.
RHETORIC.....Figures of Speech and Versification
MENTAL ARITHMETIC.....Rapid Mental Calculation
DRAWING.

SECOND YEAR.

FIRST TERM.

BOOKKEEPING.....Budget B, Part II
INTERNATIONAL LAW—Effect on our Import and Export trade.
COMMERCIAL GEOGRAPHY—The World's products and chief markets; Great Commercial Routes.
AMERICAN LITERATURE—.....Early Writers

SECOND TERM.

BOOKKEEPING—Single Entry Set; change to Double Entry System; Commission Set.
HISTORY OF INDUSTRIES AND COMMERCE—Growth and Development of chief Industries, and Inter-State and Foreign Trade.
AMERICAN LITERATURE.....Writers since 1850

THIRD TERM.

BOOKKEEPING.....Stock Company's Manufacturing Set

HISTORY OF INDUSTRIES AND COMMERCE—Their Rise and Fall.

ECONOMICS—The "Science of Wealth;" Production, Exchange and Distribution of Wealth.

FOURTH TERM.

ACTUAL BUSINESS—Business Practice Department; Buying and Selling.

OFFICE WORK—Manage in Turn; General Freight Office, Wholesale House, and General Banking; Filing, Copying and Dictating Business Letters.

ECONOMICS—Consumption of Wealth, Distribution of Labor, Money Values, Credit, Free Trade, Protection, etc.

SUBJECTS.

BOOKKEEPING.

We use the "Budget System," a happy combination of the theoretical and practical that at once enlists the student's interest, and holds it to the end of the course. Our students study and handle actual business papers, and make records of such in their books; "they do business as business is done in business." Budget A consists of three sets in Double Entry Bookkeeping, using only the Journal, Check Book, Ledger and Balance Sheet. Budget B, Part 1, adds the use of the Cash Book, Sales Book and Bill Book. In Part II of the same the student becomes familiar with the Invoice Book, the special columns and short methods of posting; and in the Ledger, Branch Store, Stock, Dividend, and investment and private accounts for each partner are opened.

COMMERCIAL ARITHMETIC.

A thorough knowledge of this subject is indispensable to business life. Our course is practical; we give many short methods and special drills for accuracy and speed.

COMMERCIAL LAW.

This course includes, in general, what every man should know of the uses of laws governing contracts, deeds, mortgages and the more common business papers.

ORTHOGRAPHY.

The ability to spell correctly words in common use, should be more generally acquired. A poor speller is a poor writer and has a poor chance for advancement.

PENMANSHIP.

We train students to write a neat, practical, business hand at a fair rate of speed. We also give instructions in fancy flourishing and Ornamental Penmanship to those who want it. Most business men require a good hand writing; poor writing is often a bar to a good position, while good penmanship is sure to inspire confidence.

BUSINESS CORSESPONDENCE.

The writing and answering of actual business letters is carried on throughout the entire course. Correct forms, neat appearance, good composition and writing are insisted upon.

CIVIL GOVERNMENT.

After a brief survey and comparison of the early colonial governments, the constitution of the United States is carefully considered historically, then analyzed in detail. In the analysis many of the discussions of the Constitutional Convention are brought out showing the adoption of certain clauses as a compromise. This is followed by an outline of the state constitution.

ECONOMICS.

Economics, or Political Economy is the science of wealth or values. Our course treats of the Production, Distribution and Consumption of Wealth, the relations between Land; Labor and Capital; Uses of Banks and Money; Protective Tariffs; Free Trade, etc. A study of this subject is essential to sound reasoning on social and industrial problems, and is of vital importance to good intelligent citizenship.

SHORTHAND AND TYPEWRITING.

"If a young man wanted to be always sure of a good position," said a business man in Boston lately, "I would have him learn to write well, master shorthand and typewriting, and add bookkeeping, so that he could keep my accounts at a pinch. Then no matter how hard the times might be, he would be sure of work. If he got out of a place, I would agree to take care of him until he got another, every time."

The young man who qualifies himself for the shorthand profession is assured of steady employment at good wages. The demand for male stenographers has never been supplied, notwithstanding the large number that graduate yearly from the schools.

Thousands of ladies find congenial employment as stenographers as they are naturally adapted to this kind of work. Most of our students are ladies, and as a rule they learn very rapidly and find the study most agreeable.

In practice the shorthand profession is divided into two classes: 1. The expert or general reporters. 2. The amanuenses, or those who have not the skill requisite for the higher branches of the art.

GENERAL REPORTERS.

These are the best paid men in the profession. Official law stenographers generally receive from $2000 to $3000 per year, with an additional fee for transcribing. The official stenographer of the Senate receives a salary of $5,000 a year, while each of the House reporters receives $5,000.

AMANUENSES.

The field for the employment of amanuenses is very large, and the thoroughly competent ones never fail to obtain work at fair wages. They have become a necessity in every business having a large amount of correspondence. Salaries range from $6 to $25 per week according to the amount and quality of the work done. As a rule young men receive higher salaries than young women.

A STEPPING STONE.

The value of an amanuensis is greatly enhanced if he or she is a good general clerk or bookkeeper. The bookkeeper or

clerk who becomes a good shorthand amanuensis wants no better stepping stone to a higher position in the business in which he is engaged. His relation to his employer is confidential in a marked degree. To the capable and intelligent young man the mastery of the details of his employer's business is simply a question of time, and when a vacancy occurs, or a new position is created, he will be invited to fill it. About two-thirds of the "Want ads" for bookkeepers and office assistants contain this significant clause, "Stenographers preferred."

THE QUALIFICATIONS NECESSARY.

Physically, perfect hearing and natural quickness are important, while the temperament required is that which is not easily confused or "rattled." Having these, any young man or woman who has a good common school education need not hesitate to take up the study, which is an education in itself. A thorough English training is absolutely necessary, so is a good handwriting; our course provides both.

OUR ONE YEAR'S COURSE.

We believe this is what has long been needed, especially for those who have not received a High School or College education. Those who have, can complete the course in less time, but as we aim to train students for actual business, no one should be satisfied with a hurried "short course." Business men are tired of slow shorthand writers, and of those who make exasperating mistakes in composition and spelling, but they are willing to pay good salaries for the services of those who are well trained. Our regular course as outlined below will give just the training that is wanted, the kind that will command a good salary.

FIRST TERM.

SHORTHAND—Underlying principles; simple dictation exercises.

TYPEWRITING—Knowledge and care of machine; fingering exercises.

ORTHOGRAPHY.....Definition and Spelling

PENMANSHIP.....Neat, rapid, legible writing

RHETORIC....Correct English; construction of sentences

AMERICAN LITERATURE.....Early writers

SECOND TERM.

SHORTHAND...Underlying principles; dictation exercises

TYPEWRITING—Knowledge and care of machine; fingering exercises.

ORTHOGRAPHY.....Definitions and spelling

PENMANSHIP.....Business writing

RHETORIC.....Sentence and Paragraph

AMERICAN LITERATURE.....Writers since 1850

THIRD TERM.

SHORTHAND—Business letters; legal forms: speed dictation.

TYPEWRITING—Speed exercises; transcribing from shorthand notes.

ORTHOGRAPHY—Business spelling; abbreviations; proper names.

LETTER WRITING....Correct forms; proper construction

RHETORIC.....Composition

FOURTH TERM.

SHORTHAND—Office work, actual business; reporting speeches and lectures.

TYPEWRITING—Transcribing above work correctly and rapidly.

BUSINESS CORRESPONDENCE—Writing, answering, copying and filing letters.

ORTHOGRAPHY.....Special words and terms

RHETORIC.....Figures of speech and versification

DIPLOMAS.

A diploma will be given to those who complete the above course satisfactorily. The requirements are: 1st, a speed of 100 words per minute in shorthand, and 25 words per minute in new matter from shorthand notes on the typewriter; 2nd, a passing grade in the studies of our regular course, or High School or College credits for same. Those having the latter can complete the course in considerably less time.

SPECIAL STUDENTS.

Those who have not time to complete the regular course, or those who wish to take up only the main part of the course, Shorthand and Typewriting, will be given a Certificate of Proficiency for the work done. About six months time is required to fit students for light office work.

Expenses.

The question often arises, "How can I meet the necessary expenses of a higher education?" The high grade of instruction and comparatively small outlay of money required at the Elkhart Institute go a long way toward answering this important question, as will be seen below.

TUITION FOR ACADEMIC DEPARTMENT.

(LATIN–SCIENTIFIC OR NORMAL COURSE.)

One term of ten weeks,	$ 8.00
Two terms of ten weeks each,	15.00
Three terms of ten weeks each,	22.00
Four terms of ten weeks each,	28.00

Tuition for Bible Department is the same as for the Academic Department.

One hundred dollars in advance pays for tuition, board and furnished room for the four terms—forty weeks.

TUITION FOR ELOCUTION AND MUSIC DEPARTMENT.

Private Lessons in Elocution, Physical Culture, Advanced Vocal Music, or Instrumentatal Music, per lesson	$ .50
Class Lessons Elocution or Physical Culture, per term, (20 lessons)	3.00

Advanced Vocal Music, per term, in class, from $1.00 to $3.00.

TUITION FOR COMMERCIAL DEPARTMENT.

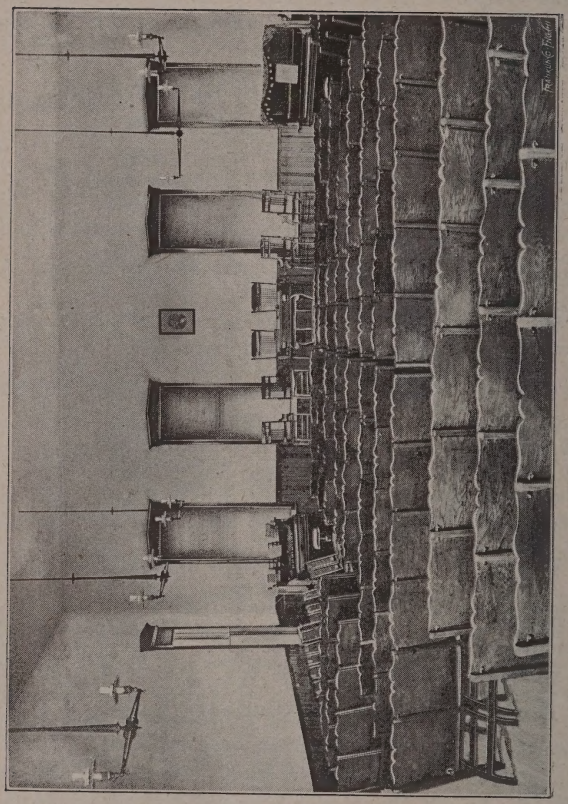
(BUSINESS OR STENOGRAPHIC COURSE.)

One month,	$ 6.00
Six months,	30.00
One Year's Course,	40.00
Full Two Years' Commercial Course { First year	40.00
Second year	30.00

Tuition must be settled in advance. Any one entering for less than a term will be given rates on application. Tuition will be refunded to any student who is obliged to leave school on account of protracted sickness.

BOARD AND ROOMS.

Board at the Institute Boarding Hall, per week,	$1.50
Furnished rooms in private families, per week,	.50
Board and room in private families, per week,	3.00



CHAPEL.

General Information.

ARRIVAL OF STUDENTS.

Due notice should be given the Secretary of the time and train on which students will arrive so that they may be met at the depot. We are interested in having them comfortably located in pleasant rooms as soon as possible after their arrival. This is an advantage to them as well as to us.

Persons arriving in the city to attend the Institute should leave their baggage at the depot, retain their checks, and come directly to the Institute building on Prairie Street, where arrangements may be made for room and board.

ROOMS.

It is necessary that students should have quiet rooms in which to study and rest aside from school hours. We have made arrangements with private families to furnish carpeted rooms with bed, stove, chairs, table and lamp. These will be rented to our students at fifty cents per week for each student where two room together. Further particulars on board and rooms will be found under the head of Expenses.

A WORD TO PARENTS.

We realize the anxiety often felt by parents and guardians when their young people leave home to obtain a higher education. To overcome this as far as possible, and to surround our students with the best moral influences, we secure rooms only where reputable families live in the same house, and where we would be willing to place our own children.

We require these families to make frequent reports of the conduct of our students. If we find that they act unbecomingly or immorally, their parents are at once notified.

Each member of the faculty is interested in the welfare of all the students in school, and exercises a watchful care over

them, not in the sense of a spy, but to help them in every way possible. This is very needful for most young people as by it they are made to feel that their best friends are their teachers.

REPORTS

of the students' work are regularly made at the end of each term. These are sent to the parents or guardians when desired. Reports will be made to parents, if requested, each month or week.

TEXT BOOKS.

A list of text books in use at the Institute is given elsewhere. In many cases, however, other books may be used to advantage. Students should bring with them their own books in the studies they wish to pursue here.

Text books are on sale at the Institute at the rate charged by the city book stores. At the end of the term, students may return the books they have used and receive the price charged less a sum due for use and wear.

LITERARY SOCIETIES.

There are three literary organizations which give excellent practice for original composition and public speaking. The work is under the supervision of the faculty, but all the societies are conducted by the students.

The Institute Literary Society is the oldest organization and opens its doors to all the students.

The Ciceronian Debating Club affords good training in logical debate and parliamentary law, and admits only the gentlemen of the school.

The Philomathian is the ladies' society.

RELIGIOUS ORGANIZATIONS.

A student organization has been formed for the purpose of promoting growth and Christian fellowship among its members, training them for Christian service and doing aggressive work especially among students.

Devotional meetings are held once a week which have been a source of much spiritual blessing. One meeting each month is devoted to the subject of Missions. A special effort is made to help students to form the habit of regular devotional Bible study, and for this purpose Bible classes are organized which meet

once each week for a review of the work which is outlined for daily study. A course in the study of Missions is also given, meeting weekly and studying the various fields and phases of missionary work.

The aim in all of the religious exercises connected with the school is not to be sectarian in any sense, but to be positively Christian.

INSTITUTE MONTHLY.

This is an eight page paper published by the students of the Institute in the interest of education. The matter is largely original, written by present and former students and friends of the Institute. It serves as an excellent medium for literary work.

OUR BUSINESS PRACTICE DEPARTMENT.

The work of this department is perhaps the most facinating feature of an interesting course of commercial study. It supplements and enforces what has been dealt with during the first part of the course, and gives a proper finish to the student's business education. During the summer of '99, a fully equipped Business Exchange will be established in connection with our Commercial Department. Separate offices will be furnished and supplied with complete sets of regular office books and stationery.

When a student has completed the outlined course in bookkeeping he enters the Merchants' Exchange where he will do business with his fellow students as well as with the different offices and the Merchants' Bank. Prices based upon the daily market quotations are posted every morning as a guide in buying and selling, but each student uses his own judgment with regard to the amount and terms of the sales. Each transaction must be properly recorded in his books, from which he is required to make out a balance sheet once a week as well as to correctly close the ledger. No student wishes his books to show that he is conducting a losing business, and, as each one relies on himself, strong business characteristics are sure to be developed. As soon as competant he takes charge in turn of the Freight office, Commission house, Wholesale and Jobbing house, and lastly the Merchants' Bank. Each of these offices is equipped with specially ruled books in which every transaction is

properly recorded. Promotion is not granted to any who are not neat and accurate in their work. The great consideration is to secure absolute accuracy, develop habits of neatness, promptness and despatch in every detail of business, along with self-reliance and "an eye to business."

LIBRARY.

The library shelves are filled with all the latest reference books on all subjects taught.

Among the reference books are three sets of Encyclopedias—The Britannica, Johnson's and The Columbian; Ridpath's Histories, etc. Besides these there are the works of all the principal American and English authors, works on Science, History, Religion, Etc. The latest addition to the library is a collection of Missionary Books.

LABORATORIES.

The Department of Natural Sciences occupies three well-lighted rooms; the chemical laboratory, biological and physical laboratory and supply room.

The chemical laboratory is equipped with water and gas connections, evaporating hood, and individual students' desks which are supplied with Bunsen burners and the necessary reagents and apparatus, and a full line of chemical supplies.

Among the more prominent pieces of apparatus in the physical and biological laboratory are an air-pump, chemical balances, rotatory apparatus, pendulums, electrical machine, electrical battery, models and manikin, and tables with apparatus for individual experimentation.

SITUATIONS FOR STUDENTS.

We are frequently asked whether we agree to furnish situations for those who finish a course here. Our answer is: We do not promise this. Such promises are seldom satisfactorily fullfilled. However, we have been able thus far to get good places for nearly all our students who have desired them, and judging from the satisfaction they are giving, we will be able to do so in the future. We will do what we can for those, who by

honesty, thorough work, and genteel manners prove themselves worthy of a good position.

DONATIONS.

Within the last year a small endowment fund has been started and we hope that those who wish to make wills or donations in favor of the various church institutions will also remember the Elkhart Institute.

FORM OF BEQUEST.

I hereby give, devise, and bequeath to the Elkhart Institute at Elkhart, Ind., the sum of ——— to be used as———————— ——— (place here, Endowment Fund, Students' Fund or such other purpose as the donor may desire.)

Lottie B. Swaffield, Pearl Bostwick, Belle E. Garvin, Frances Everest,
Josephine Hayes, Lura E. Crider, Gertrude Bird

Seven of eleven young ladies who took a course in Shorthand and Typewriting at the Elkhart Institute, and are now employed as stenographers by the Elkhart Carriage and Harness Manufacturing Co.

Text Books Used.

Algebra	*Wentworth*
Arithmetic—Commercial	*Packard*
Arithmetic—Practical	*Bailey*
Bookkeeping	*Sadler & Rowe*
Botany	*Bergen*
Chemistry	*Remsen*
Civil Government	*Townsend*
Commercial Law	*Williams & Rogers*
Drawing	*Angsburg*
Economics	*Walker*
Geography—Physical	*Davis*
Geography—Political	*Frey*
Geometry	*Wentworth*
German	*Otis*
Grammar	*Reed & Kellogg, Wisely*
Greek	*Goodwin, White*
History—Ancient Religions	
History—English	*Montgomery*
History—General	*Myers*
History—United States	*MacMaster*
Latin	*Collar & Daniel, Allen & Greenough*
Literature—American	*Pattee*
Literature—English	*Robertson*
Pedagogy	*Tompkins*
Physics	*Gage*
Physiology	*Martin*
Psychology	*Halleck*
Rhetoric	*Hart*
Trigonometry	*Wentworth*
Word Analysis	*Swinton*
Zoology	*Colton*

Names and Addresses of Students

January 19, 1898 to March 26, 1899.

Albrecht, Simon,.....Tiskilwa, Ill.
Angstad, B. F.,.....Elkhart, Ind.
Ball, Ralph.....Elkhart, Ind.
Barger, Fred,.....Elkhart, Ind.
Bender, C. E.,.....Grantsville, Md.
Berkey, Lavona,.....Goshen, Ind.
Blake, Mrs. A. S.,.....Elkhart, Ind.
Blessing, Fred,.....Elkhart, Ind.
Bloom, Georgiana,.....Centreville, Mich.
Bodge, Chester A.,.....Elkhart, Ind.
Bookwalter, Samuel M.,.....New Holland, Pa.
Borneman, Herman, ...Elkhart, Ind.
Brunk, Addie V.,.....Elkhart, Ind.
Brunk, Anna,.....Elkhart, Ind.
Bussard, Katie,.....Elkhart, Ind.
Buzzard, Joe,.....Goshen, Ind.
Buzzard, Rufus,.....Goshen, Ind.
Campbell, E. M.,.....Willshire, O.
Carper, Frank J.,.....Elkhart, Ind.
Cauffman, Clyde, ...Elkhart, Ind.
Chaffee, Clarence P.,.....Elkhart, Ind.
Christophel, Walter B.,.....Goshen, Ind.
Christophel, Wesley W.,.....Goshen, Ind.
Cloyse, Charles E.,.....Elkhart, Ind.
Coffman, Anna B., ...Elkhart, Ind.
Coffman, Daniel J., ...Elkhart, Ind.
Coffman, Fannie E.,.....Elkhart, Ind.
Conrad, David E.,.....Smithville, O.
Cooper, Grace,.....Goshen, Ind.
Crane, George,.....Elkhart, Ind.
Crider, Lura, ...Elkhart, Ind.

Dellinger, Mabel,.....Elkhart, Ind.
Dennett, John A.,.....Pittsfield, N. H.
Detweiler, Irvin R.,.....Octavia, Neb.
Deye, Lewis,.....Elkhart, Ind.
Diener, Asa D.,.....Elkhart, Ind.
Dunnington, Chas. W.,.....Elkhart, Ind.
Dunmire, Charles,.....Dunlaps, Ind.
Dyer, Bertha,.....Elkhart, Ind.

Ebersole, Frank S.,.....Ayr, Neb.
Eby, M. Amanda,.....Pandora, O.
Edwards, B. Frank,.....Elkhart, Ind.
Egle, Louise,.....Elkhart, Ind.
Everest, Frances,.....Elkhart, Ind.

Finn, Will,.....Elkhart, Ind.
Fullmer, Warren,.....Elkhart, Ind.

Gerkie, Minnie,.....LaPorte, Ind.
Good, George E.,.....So. English, Ia.

Hacking, Edwin,.....Elkhart, Ind.
Hani, Clara,.....Elkhart, Ind.
Harris, Anne,.....Elkhart, Ind.
Hartzler, Celesta,.....Elkhart, Ind.
Hartzler, Vernon S.,.....Elkhart, Ind.
Hayes, Josephine,.....Kendallville, Ind.
Heasley, Hal B.,.....Elkhart, Ind.
Herr, Jay M.,.....Lime Valley, Pa.
Holdeman, Anna,.....Elkhart, Ind.
Honderich, Samuel,.....Goshen, Ind.
Hoover, Herman,.....Elkhart, Ind.
Hoover, Nettie,.....Goshen, Ind.
Hunryager, Samuel H.,.....Elkhart, Ind.

Jacobs, W. K.,.....Berlin, Ont.
Jager, Harry B.,.....Elkhart, Ind.
Jenkinson, Margaret,.....Goshen, Ind.
Johns, Elmer H.,.....Goshen, Ind.
Johns, Ira S.,.....Goshen, Ind.
Judson, Grace,.....Elkhart, Ind.

Kanagy, Jacob C.,.....Allensville, Pa.
Kantz, Ernest,.....Elkhart, Ind.
Kauffman, Frank E.,.....Middlebury, Ind.
Kaufmann, Byron, J.,.....Goshen, Ind.
Keen, Harry,.....Elkhart, Ind.
Kellogg, Mildred,.....Elkhart, Ind.
Kemberling, Nelson,.....Elkhart, Ind.
Kercher, Cora,.....Elkhart, Ind.
Kinney, W. M.,.....Bristol, Ind.
Kenyon, Ada M.,.....Elkhart, Ind.
Kesler, Warren,.....Goshen, Ind.
Kistner, John W.,.....Elkhart, Ind.
Kornhaus, Frank W.,.....Roseland, La.
Kramer, Jennie,.....Bristol, Ind.
Kronk, Hattice,.....Elkhart, Ind.
Kurtz, Alta,.....Ligonier, Ind.
Kurtz, Samuel A.,.....Smithville, O.
Kyte, Glenn,.....Elkhart, Ind.

Landes, John H.,.....Elkhart, Ind.
Landis, Mary,.....New Danville, Pa.
Leader, Maude,.....Elkhart, Ind.
LeFevre, Emma D.,.....Sterling, Ill.
Lenhart, Lena,.....Elkhart, Ind.
Levy, David,.....Elkhart, Ind.
Long, A. Henry,.....Elkhart, Ind.
Long, J. Monroe,.....Elkhart, Ind.

Magnuson, Hattie,.....Elkhart, Ind.
Manning, Mary,.....Elkhart, Ind.
Marner, Lewis L.,.....Iowa City, Ia.
Martin, Edward F.,.....Elkhart, Ind.
Martin, Daniel J.,.....Elkhart, Ind.
Martin, Jessie,.....Elkhart, Ind.
Martin, Robert,.....Elkhart, Ind.
Mast, Elmer D.,.....Elkhart, Ind.
McConaughy, William,.....Goshen, Ind.
McDonald, Ervon,.....Three Rivers, Mich.
Monschein, Thomas,.....Elkhart, Ind.
Moody, G. Roy,.....Elkhart, Ind.
Mott, Tena,.....Elkhart, Ind.

Mumaw, Andrew,.....Elkhart, Ind.
Mumaw, Clara,.....Elkhart, Ind.
Musselman, Christian H.,.....Intercourse, Pa.
Mylin, Walter F.,.....Herrville, Pa.

Neu, Eva,.....Elkhart, Ind.
Nusbaum, Newton,.....Middlebury, Ind.

O'Connor, John A.,.....Elkhart, Ind.
Osborn, Hattie,.....Elkhart, Ind.
Overholser, Lewis,.....Elkhart, Ind.
Owen, Mildred,.....Elkhart. Ind.

Paulus, Susie,.....Elkhart, Ind.
Pearman, Irvin,.....South Bend, Ind.
Pontius, Estella,.....Adamsville, Mich.
Poorbaugh, Grace,.....Goshen, Ind.

Ranck, Anna,.....Strasburg, Pa.
Resler, Elmer J.,.....Elkhart, Ind.
Ropp, Alvin K.,.....Tremont, Ill
Rossiter, Marguerette,.....Elkhart, Ind.
Royer, Isaiah W.,.....Orrville, O.

Sanford, Robert, D.,.....Elkhart, Ind.
Schock, Ida,.....Elkhart, Ind.
Shank, Wilbert E.,.....Elkhart, Ind.
Shanower, Jennie,.....So. Newberry, O.
Shaum, Sadie,.....Wakarusa, Ind.
Shirk, John,.....Goshen, Ind.
Sigerfoos, Cynthia,.....Elkhart, Ind.
Simonton, Lloyd,.....Elkhart, Ind.
Skinner, Ella S.,.....Nappanee, Ind.
Smith, Laura E.,.....Elkhart, Ind.
Smitly, Floyd,.....Elkhart, Ind.
Smucker, Simon C.,.....Smithville, O.
Snure, Fred,.....Adamsville, Mich.
Spurgeon, Oliver,.....Elkhart, Ind.
Snavely, Ella,.....Lime Valley, Pa.
Stauffer, Harry E.,.....Salunga, Pa.
Steiner, Albert J.,.....Cranberry, O.
Steiner Menno L.,.....Bluffton, O.
Stoltzfus, Amos S.,.....Atglen, Pa.

Stultz, Harmon F., ... Bristol, Ind.
Strock, Loreen, ... Elkhart, Ind.
Stutzman, Cora, ... Bristol, Ind.

Thompson, Edna, ... Adamsville, Mich.
Thornton, Wilson, ... Elkhart, Ind.
Timmins, Laura, ... Elkhart, Ind.

Underhill, Bertha, ... Elkhart, Ind.

Weaver, John, ... Elkhart, Ind.
Weaver, Katie, ... Elkhart, Ind.
Welter, Lawrence H., ... Bristol, Ind.
White, Mabel L., ... Bristol, Ind.
Willems, J. G., ... Rosenberg, Tex.
Wolf, Harry, ... Elkhart, Ind.
Work, Arthur E., ... Middlebury, Ind.
Work, Madge M., ... Elkhart, Ind.
Wright, Lucy, ... Elkhart, Ind.

Yoder, Anna, ... Elkhart, Ind.
Yoder, Ella, ... Holden, Mo.
Yoder, Jessie, ... Elkhart, Ind.
Yoder, Levi W., ... Orrville, O.
Yoder, Menno S., ... Weilersville, O.
Yoder, Milo C., ... Topeka, Ind.

Zook, Bertha, ... Topeka, Ind.
Zook, David B., ... Sterling, O.
Zook, Frances R., ... Allensville, Pa.
Zook, Mary, ... Sterling, O.

Lady students in attendance, seventy-one.

Gentlemen students in attendance, one hundred.

Students were in attendance from eight different States and Canada.

Extension Course Bible Students of Wayne Co., Ohio, December, 1898.

Beachy, Mary E., ... Madisonburg, Ohio.
Burkholder, A. J., ... Smithville, Ohio.
Burkholder, Anna, ... Orrville, Ohio.
Burkholder, E. U., ... Orrville, Ohio.
Burkholder, Noah, ... Smithville, Ohio.

Conrad Peter ..... Smithville, Ohio.

Gerig, Benjamin, ... Smithville, Ohio.
Gerig, Daniel S., ... Smithville, Ohio.
Gerig, Emma, ... Smithville, Ohio.
Gerig, Jacob S., ... Smithville, Ohio.
Gerig, Katie, ... Smithville, Ohio.

Hartzler, Albert, ... Orrville, Ohio.
Hartzler, D. D., ... Smithville, Ohio.
Hilty, Emma, ... Smithville, Ohio.
Hostetler, Ephraim S., ... Wooster, Ohio.
Hostetler, Sarah, ... Wooster, Ohio.

Kauffman, Jonathan, ... Gap, Pa.
Kurtz, David, ... Smithville, Ohio.
Kurtz, Lydia, ... Orrville, Ohio.

Leatherman, Abraham, ... Logan, Mich.
Lind, Norman A., ... Wadsworth, Ohio.

Mast, Joseph, ... Berlin, Ohio.
Miller, J. H., ... Walnut Creek, Ohio.
Miller, S. H., ... Walnut Creek, Ohio.

Ramseyer, Alvin, ... Smithville, Ohio.
Royer, Nora M., ... Orrville, Ohio.

Schrock, Lydia,.....Orrville, Ohio.
Smucker. Katie,.....Orrville, Ohio.
Smucker, Mary,.....Smithville, Ohio.
Smucker, Milo J.,.....Smithville, Ohio.
Stoltzfus, Amos,.....Atglen, Pa.

Wenger, Eli,.....Orrville, Ohio.
Wenger, Lydia,.....Orrville, Ohio.
Wenger, Mary,.....Orrville, Ohio.
Wenger, Fred.....Orrville, Ohio.

Yoder, Anna,.....Weilersville, Ohio.
Yoder, J. S.,.....Weilersville, Ohio.
Yoder, H. B.,.....Smithville, Ohio.
Yoder, J. S.,.....Smithville, Ohio.

Zook, E. J.,.....Smithville, Ohio.
Zook, Lina,.....Sterling, Ohio.
Zook, S. P.,.....Sterling, Ohio.

Catalogue

OF THE

Elkhart Institute

Elkhart, Indiana

1900-1901

Calendar for 1900-1901

Fall Term opens	August 28, 1900
Fall Term closes	November 2, 1900
First Winter Term opens	November 5, 1900
Thanksgiving Vacation	November 29 to December 3, 1900
Christmas Vacation	December 22 to December 31, 1900
First Winter Term closes	January 18, 1901
Second Winter Term opens	January 21, 1901
Short Bible Term opens	January 23, 1901
Short Bible Term closes	February 28, 1901
Second Winter Term closes	March 29, 1901
Spring Term opens	April 1, 1901
Baccalaureate Sermon	June 2, 1901
Commencement Exercises	June 7, 1901
Spring Term closes	June 7, 1901
Normal Term opens	June 11, 1901
Normal Term closes	August 2, 1901

Corporation

OFFICERS

M. S. Wambold, President,	Elkhart, Ind.
C. K. Hostetler, Vice-President,	Elkhart, Ind.
J. S. Hartzler, Secretary,	Elkhart, Ind.
Lewis Kulp, Treasurer,	Elkhart, Ind.

BOARD OF DIRECTORS

Term of office expires in 1900.

J. S. Hartzler,	Elkhart, Ind.
M. S. Wambold,	Elkhart, Ind.
John Good,	Claudeville, Ind.

Term of office expires in 1901.

N. S. Hoover,	South West, Ind.
J. O. Martin,	Elkhart, Ind.
C. P. Yoder,	Goshen, Ind.

Term of office expires in 1902.

C. K. Hostetler,	Elkhart, Ind.
A. B. Kolb,	Elkhart, Ind.
Lewis Kulp,	Elkhart, Ind

CATALOGUE

—OF THE—

ELKHART

INSTITUTE

ELKHART, INDIANA

ANNOUNCEMENTS FOR

1900-1901

Faculty

NOAH E. BYERS, Chairman.

Graduate of Sterling (Ill.) High School; B. S. Northwestern University; graduate work in Mathematics and Pedagogy, University of Chicago; taught two years in public schools of Whiteside Co., Ill.; Principal of Elkhart Institute two years.

JOSEPH W. YODER, Librarian.

B. E. Juniata College; two years' work in Classics, Northwestern University; taught two years in public schools of Juniata Co., Pa.; Principal of Milroy, Pa., schools two years; instructor at Elkhart Institute one year.

DANIEL S. GERIG.

Three years at Smithville (O.) High School; two terms at Smithville Normal School; graduate of Wooster Academy; special work in German and Latin, Wooster University; taught three years in public schools of Wayne Co., Ohio.

JONAS S. HARTZLER.

Attended Cook County Normal (Chicago) and Wooster University; taught ten years in public schools of Noble and LaGrange Counties, Ind.; ordained minister 1881; instructor at Elkhart Institute five years.

WELLINGTON K. JACOBS.

Graduate of Commercial Course, Elkhart Institute; special work in Actual Business, Banking, and Penmanship, Eastman National Business College, Poughkeepsie, N. Y.; instructor one year at Elkhart Institute.

OLIVIA W. GOOD.

Graduate of College of Northern Illinois; graduate Stenography Course, Elkhart Institute; taught one year in Stephenson Co., Ill.

***DANIEL KAUFFMAN.**

Pe. P. Mo. State University; taught school twelve years; ordained minister 1892; ordained bishop 1896; instructor Special Bible Course, Elkhart Institute, one year.

***AMOS D. WENGER.**

Graduate of Warrensburg (Mo.) State Normal; one year in Bible Classical Course, Pennsylvania College; one term at Moody Institute; taught school two years; tour of the world, making a special study of Bible lands and Mission fields; ordained minister 1894.

†C. HENRY SMITH.

Attended Metamora (Ill.) High School two years; Illinois State Normal University two years; special work in Greek and German, University of Michigan; taught three years in public schools of Woodford Co., Ill.; instructor at Elkhart Institute two years.

†NORMAN S. GINGRICH.

Graduate of Galt Collegiate Institute; graduate of Berlin Teacher's Training School; special work in History and Economics, University of Michigan; taught three years in public schools of Waterloo Co., Ontario; instructor at Elkhart Institute two years.

ABRAM B. KOLB.

Studied music under Prof. Zoellner, Berlin, Ont. Sixteen years' experience in teaching music; teacher of advanced chorus and oratorios in the Elkhart Institute six years.

ADDIE V. BRUNK.

Took the course in Elocution and Physical Culture at the Elkhart Institute; special work at Cumnock's School of Oratory, Northwestern University, Evanston, Ill.

Assistant Instructors.

LINA ZOOK.

Attended the Moody Bible Institute. Spent two years in city Mission work in Chicago.

SOLOMON F. GINGERICH.

Graduate of the Normal course, Elkhart Institute; taught in public schools in Iowa six years.

†JONATHAN M. KURTZ.

Attended school at Smithville (O.) Normal; Ada, O., Elkhart Institute and Wooster University; taught in the public schools in Wayne Co., O., three years.

†ANNA BECK.

Graduate of the Kindergarten training school of Valparaiso, Ind. Teacher of Kindergarten department of the Elkhart Institute, one year.

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*Special Bible Course. †Summer School.

PARTIAL VIEW OF THE BUILDING WITH A GROUP OF STUDENTS AND TEACHERS.

The Elkhart Institute

THE mission of the Elkhart Institute is to furnish the best possible opportunities to young men and women to prepare themselves for the various duties of life. The Board and teachers will do their utmost to better qualify men and women for every relation in life—the home, the farm, the school room, the counting house. It is their aim to train students in the exercise of clear, independent thought; to cultivate in each his own individuality; by original investigation to lead to the acquirement of knowledge which gives power. More than this, it is the aim to lead the young mind in attaining to wisdom, without which knowledge fails to be a blessing. The highest object is, by precept and example, to bring the young people under the influence of the "wisdom that is from above."

ADMINISTRATION.

The management of the Elkhart Institute is under the control of a Board of nine Directors. The members of this Board are elected by the stockholders at the annual meeting. The property of the Elkhart Institute is in the hands of this Board, which assumes a general supervision over all the affairs of the institution. The stock of the Elkhart Institute Association is issued in shares of twenty-five dollars each, is non-assessable, and entitles each share-holder to cast one vote at the annual meeting. Absent stockholders may vote by written proxy. By this plan the control of the school is in the hands of those who contribute to its support. The stock of the school is owned by members of the Mennonite denomination, who are interested in the education of their young people. This does not exclude others who may wish to attend the Elkhart Institute, but on the

other hand a hearty invitation is extended to all who desire a liberal education under Christian influences.

RELIGIOUS INFLUENCE.

The lack of moral and religious influence in many schools is, in a large measure, what has called the Elkhart Institute into existence. It is the belief of its managers that intellectual training, apart from morality and religion, only renders the possessor more harmful to the community, and that the influence of Christianity upon education is a wholesome one in the building of character. One of the most prominent features of the school is the effort to impress on its students the claim and benefits of a Christian education. The daily and weekly devotional exercises will combine, in some measure, for all the students, practical Christian teaching with intellectual training. The Bible Department will afford special advantages in this line to the students who take this course of study. For the benefit of those who cannot find time to take the regular Bible Course, a class in the study of the Gospels, one in the study of the Acts of the Apostles, and one in the study of Missions, will be organized, which meet once each week. Those who contemplate doing foreign mission work will find the courses of study of the Elkhart Institute well adapted to furnish practical training for such service. The work outlined in Latin, Greek, German, and English, together with the thorough study of the Bible as outlined in the Bible Department, will afford excellent preparation for those who wish to consecrate their lives to the service of the Master, either in home or foreign mission work. The religious influences and the spirit of devotion which have been so manifest in recent years, are due largely to the prayers, sacrifices and example of our dear departed brother and former president, John S. Coffman, whose life has been an inspiration to all who came in contact with him. He has left as a heritage to the Elkhart Institute, not perishable gold or silver, but the unfading treasure of a saintly influence which lingers in the minds and hearts of students

and teachers, and makes the school atmosphere conducive to spiritual growth and advancement.

LOCATION.

Elkhart, with a population of seventeen thousand inhabitants, is situated at the junction of the St. Joseph and Elkhart rivers, one hundred miles east of Chicago, and is one of the leading commercial and manufacturing centers of Northern Indiana. It is easily reached from all points, being located on the Lake Shore & Michigan Southern, and Big Four railroads, and is surrounded by as beautiful and fertile a section of country as can be found anywhere in the West. The natural drainage is excellent, and the health of the city compares favorably with the best in the State. It has the modern improvements of large cities—excellent cement sidewalks, water-works, electric lights and street cars. All the leading churches are represented. Three weekly and two daily newspapers are sustained.

The Elkhart Institute is situated on Prairie St. in the southern part of the city, in a desirable neighborhood, ten minutes' walk from the Lake Shore & Michigan Southern Railway depot, among pleasant homes of Christian people. The building is substantially constructed, well lighted and heated, supplied with water and gas, and conveniently arranged.

ADMISSION.

Any person of good moral character will be admitted, and can find work suited to his needs. Those desiring to complete one of the outlined courses should be present on the first day of the school year. Students desiring special work may enter at any time, but will find it to their advantage to begin on the first day of the term. All will be required to pass an examination in orthography or take the work in class. For information with regard to entrance requirements for the different courses, see introduction to various departments.

Academic Department

NOAH E. BYERS, Principal.....*Sciences and Mathematics*
JOSEPH W. YODER .....*Literature and History*
DANIEL S. GERIG.....*Languages*
WELLINGTON K. JACOBS.....*Penmanship and Drawing*
SOLOMON F. GINGERICH.....*Arithmetic*

LATIN—SCIENTIFIC COURSE.

This course extends through four years, and provides thorough instruction in the Ancient and Modern Languages and Literature, History, Mathematics and the Natural Sciences.

The course as outlined is especially designed for those who contemplate the completion of a regular college course, and covers the work usually given in preparatory departments and the Freshman year in the College proper.

Our students are admitted without examination to any of the following institutions:

Northwestern University; Wooster University;
Indiana University; Purdue University;
Oberlin College.

With the wide range of electives that are offered for the Senior year, this course provides a good general academic education, such as is needed as a preparation for any profession or occupation.

Common school graduates and persons holding teachers' certificates will be admitted without examinations. Others are required to pass an examination in Orthography, Reading, Arithmetic, Geography, Grammar and Penmanship.

Special classes will be organized for the benefit of those that cannot pass these examinations.

Students should have some knowledge of elementary Physiology and U. S. History in order to do thorough work in the more advanced courses given in these subjects.

The best results will be obtained from this course by regular attendance for four successive years, and only students of mature age and exceptional mental and physical vigor should plan to finish the work in less than the prescribed time.

SCHEDULE OF STUDIES.

The number of recitations per week is designated by the figures at the right.

FIRST YEAR.

FIRST TERM.

LATIN—Collar and Daniell.....(5)
ALGEBRA—Integral Expressions, Simple Equations.....(5)
PHYSICAL GEOGRAPHY—Structure and Divisions of the Earth's Surface.....(3)
ENGLISH HISTORY—From 54 B. C. to 1558 A. D.....(3)
RHETORIC—Punctuation and Diction.....(2)
DRAWING.....2)

SECOND TERM.

LATIN—Collar and Daniell.....(5)
ALGEBRA—Factoring and Fractions.....(5)
PHYSICAL GEOGRAPHY — Phenomena on the Earth's Surface.....(3)
ENGLISH HISTORY—From 1558 to the present time.....(3)
RHETORIC—Sentence and Paragraph .....(2)
DRAWING.....(2)

THIRD TERM.

LATIN—Collar and Daniell.....(5)
ALGEBRA—Fractional and Simultaneous Equations.....(5)
BOTANY—Plant Morphology and Physiology.....(3)
U. S. HISTORY—Early History to 1789.....(5)
RHETORIC—Composition.....(2)

FOURTH TERM.

LATIN—Viri Romae (8 lives).....(5)
ALGEBRA—Involution, Evolution, Radicals, Quadratics.....(5)
BOTANY—Plant Analysis.....(3)
U. S. HISTORY—1789 to the present time.....5)
RHETORIC—Rhetorical Analysis.....(2)

SECOND YEAR.

FIRST TERM.

LATIN—Cæsar; Composition.....(5)
GEOMETRY—The Straight Line and Circle.....(5)
ZOOLOGY—Invertebrates.....(4)
CIVIL GOVERNMENT—To Powers of Congres .....(3)
AMERICAN LITERATURE—Early Writers.....(3)

SECOND TERM.

LATIN—Cæsar; Composition.....(5)
GEOMETRY—Proportional Lines, Similar Polygons (5)
ZOOLOGY—Vertebrates.....(4)
CIVIL GOVERNMENT—National and State Constitutions.....(3)
AMERICAN LITERATURE—Writers since 1850.....(3)

THIRD TERM.

LATIN—Cæsar; Composition.....(5)
GEOMETRY—Polygons and Circles, Lines and Planes in Space, Polyhedrons.....(5)
ZOOLOGY—Mammals.....
PHYSIOLOGY—Locomotion and Nutrition .....(5)
ENGLISH LITERATURE—449 to 1700.....(5)

FOURTH TERM.

LATIN—Cæsar; Derivation.....(5)
GEOMETRY—Cylinders, Cones, Sphere, Conic Sections.....(5)
PHYSIOLOGY—Circulatory, Respiratory and Nervous Systems.....(5)
ENGLISH LITERATURE—1700 to the Present.....(5)

THIRD YEAR.

FIRST TERM.

LATIN—Cicero, *Kelsey*.....(5)
GREEK—White's First Book; Goodwin's Grammar (5)
PHYSICS—Properties of Matter and Dynamics...(4)
GENERAL HISTORY—Egyptian and Grecian.....(4)
ENGLISH—Pope and Dryden.....(2)

SECOND TERM.

LATIN—Cicero, *Kelsey;* Composition.....(5)
GREEK—Grammar; White's First Book.....(5)
PHYSICS—Heat and Current Electricity.....(4)
GENERAL HISTORY—Roman.....(4)
ENGLISH—Epic Poetry.....(2)

THIRD TERM.

LATIN—Cicero, *Kelsey;* Composition.....(5)
GREEK—Grammar; White's First Book.....(5)
PHYSICS—Magnetism, Thermo and Frictional Electricity.....(4)
GENERAL HISTORY—Mediæval.....(4)
ENGLISH—Drama—Shakespeare.....(2)

FOURTH TERM.

LATIN—Cicero, *Kelsey*.....(5)
GREEK—The Anabasis: Composition.....(5)
PHYSICS—Sound and Light.....(4)
GENERAL HISTORY—Modern.....(4)
ENGLISH—Drama—Shakespeare.....(2)

FOURTH YEAR.

FIRST TERM.

LATIN—Virgil: Versification.....(5)
GREEK—The Anabasis: Composition.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Common Elements and Chemical Combinations.....(3)
ENGLISH—English and American Essayists.....(2)

SECOND TERM.

LATIN—Virgil; Versification.....(5)
GREEK—The Anabasis.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Acid Forming Elements.....(3)
ENGLISH—English and American Essayists.....(2)

THIRD TERM.

LATIN—Virgil; Derivation.....(5)
GREEK—The Anabasis and New Testament.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Base Forming Elements.....(3)
ENGLISH—Fiction.....(2)

FOURTH TERM.

LATIN—Ovid.....(5)
GREEK—The Iliad; Prosody.....(5)
PLANE TRIGONOMETRY.....(5)
CHEMISTRY—Organic Chemistry and Qualitative Analysis.....(3)
ENGLISH—Elements of Literary Criticism.....(2)

NORMAL COURSE.

The object of this course is to offer to those desiring to fit themselves for teachers in the public schools a course of thorough training necessary for their work.

The course will include a thorough review in the common branches, work in English and American Literature, Rhetoric, Civil Government, Algebra, Physical Geography, Zoology, Psychology, Pedagogy, Penmanship and Drawing.

The courses prescribed by the Indiana Teacher's Reading Circle are made elective. Botany is given as an option with English Literature, in the third and fourth terms of the second year.

Realizing that the successful teacher needs to know not only *what* to teach, but that he needs to know also *how* to teach, methods of presentation are constantly discussed in the classes. All the work of the course is given with the view of preparing those who take it to teach it to others.

Those passing the examinations in any of the branches of this course will receive credits which will stand in their favor if they should decide to take the Latin-Scientific course later.

FIRST YEAR.

FIRST TERM.

ARITHMETIC—Fractions and Denominate Numbers.....(3)
GRAMMAR—Sentence.....(5)
ENGLISH HISTORY—54 B. C. to 1558 A. D.....(3)
RHETORIC—Punctuation and Diction.....(2)
CIVIL GOVERNMENT—To Powers of Congress.....(3)
PENMANSHIP.....(5)
DRAWING.....(2)

SECOND TERM.

ARITHMETIC—Literal Quantities, Proportion....(3)
GRAMMAR—Parts of Speech.....(5)
ENGLISH HISTORY—1558-1900.....(3)
RHETORIC—Sentence and Paragraph.....(2)
CIVIL GOVERNMENT—Federal and State Constitutions.....(3)
PENMANSHIP.....(5)
DRAWING.....(2)

THIRD TERM.

ARITHMETIC—Percentage.....(3)
U. S. HISTORY—1492-1789.....(5)
GRAMMAR—Inflection and Syntax.....(5)
RHETORIC—Composition.....(2)
DESCRIPTIVE GEOGRAPHY.....(5)

FOURTH TERM.

ARITHMETIC—Involution, Evolution, Mensuration (3)
U. S. HISTORY—1789-1900.....(5)
WORD ANALYSIS.....(5)
RHETORIC—Rhetorical Analysis.....(2)
COMMERCIAL GEOGRAPHY.....(5)

SECOND YEAR.

FIRST TERM.

ALGEBRA—Integral Expressions, Simple Equations.....(5)
PHYSICAL GEOGRAPHY—Structure and Divisions of the Earth's Surface.....(3)
AMERICAN LITERATURE—Early Writers.....(3)
ZOOLOGY—Invertebrates.....(4)
PSYCHOLOGY—Presentation, Representation.....(3)
READING.....(2)

SECOND TERM.

ALGEBRA—Factoring, Fractions.....(5)
PHYSICAL GEOGRAPHY — Phenomena of the Earth's Surface.....(3)
AMERICAN LITERATURE—Writers since 1850.....(3)
ZOOLOGY—Vertebrates.....(4)
PSYCHOLOGY—Thought, Emotion, Will.....(3)
READING.....(2)

THIRD TERM.

ALGEBRA—Fractional and Simultaneous Equations.....(5)
ZOOLOGY—Mammals.....
PHYSIOLOGY—Locomotion, Nutrition.....(5)
ENGLISH LITERATURE—449-1700.....(5)
PEDAGOGY—Philosophy of Teaching.....(5)

FOURTH TERM.

ALGEBRA—Involution, Evolution, Radicals, Quadratics.....(5)
PHYSIOLOGY — Circulatory, Respiratory and Nervous Systems.....(5)
ENGLISH LITERATURE—1700 to the Present.....(5)
PEDAGOGY—Methods of Teaching.....(5)

SUBJECTS.

ENGLISH.

Our work in English extends through the entire Latin-Scientific course. Two recitations per week during the first year are given to class-work in Rhetoric. This subject is carefully studied from a technical standpoint. At the same time the student is required to write compositions and essays, in order to teach him to apply his knowledge.

The History of American and English Literature and some of the Masterpieces are studied in the second year.

During the last two years, two hours per week are devoted to the study of Masterpieces from representative authors. Many of the selections studied are those recommended for college requirements in the report of the Committee of Ten.

Each student is required to read some book during each term, and write a critique or a review on the work read.

LANGUAGES.

A course of four years in Latin is provided, including Grammar, Prose Composition, Versification and Derivation. Works read are Collar and Daniell's Lessons; Viri Romae; Cæsar's Gallic War (five books); Virgil (Æneid and Bucolics).

Greek consists of a two years' course, and includes the elements of the language, four books of Xenophon's Anabasis, selections from Homer's Iliad, and selections from the New Testament.

German is offered as an option with the Greek, during the third and fourth years, and consists of the study of Grammar, Composition and German Literature. The aim of the course is to give the student the ability to read and converse in the language.

HISTORY.

The course in History includes General, English and United States History. Some map work is insisted upon. Not only facts are studied, but the great movements

which had a moulding influence on civilization are traced to their causes and followed to their results.

General History includes Roman, Grecian, Mediæval and Modern History. Two terms are given to United States History and two terms to the History of England.

MATHEMATICS.

The course in Mathematics covers four years' work, and includes Higher Arithmetic, Elementary Algebra, Plane and Solid Geometry, Higher Algebra and Plane Trigonometry. The aim of the course is twofold: to cultivate 1st, the power of deductive reasoning, and 2nd, practical skill in the application of mathematical principles. To attain these ends the student is required to give precise and complete explanations of all the principles and problems, and logical, clear-cut demonstrations of all propositions, and to do much practical work in original exercises.

NATURAL SCIENCES.

This work as outlined for the Latin-Scientific course provides for a continuous study for four years. Physical Geography serves as a good introduction to the other sciences, and is followed by the biological courses in logical order.

The course in Botany includes a thorough study of the essentials of plant structure. Specimens are used in recitation, and the greater part of the spring term is given to practical work with scalpel and microscope, and to plant analysis.

In the study of Zoology it is intended to give the student a general knowledge of the animal kingdom by a careful study in the laboratory and field of type forms. The simpler organisms are studied at first, and the course is concluded with a careful study of Mammals.

With this preparatory science work the student is now able to take a thorough course in Human Physiology. The didactic and laboratory methods are combined in such a way as to give the pupil a comprehensive and scientific knowledge of the structure of the human body and the laws of health.

In order that the student may have the prerequisite mathematical training, the study of Physics is postponed until the third year. The text book work is supplemented by lecture-room experiments and individual laboratory work. During the fourth year Chemistry is taken up, and the essentials of general chemistry are presented. The student is required to perform a large number of carefully selected experiments illustrative of the principles studied.

All the laboratory and recitation work is conducted so as to train the student to do, to observe, to conclude and to express, thus making the science work a means of broad culture.

PSYCHOLOGY AND PEDAGOGY.

The work in these subjects constitutes one continuous course of forty weeks, and is required of all Normal and Bible students, and may be elected by the Latin-Scientific during the Senior year.

Psychology is treated as one of the natural sciences, and the work of the text book is supplemented by inference based on observation and experiments. The object of the course is to acquaint the student with the elementary laws of the mental life and to show him the best methods of psychic culture.

The first term's work in pedagogy is devoted to the Philosophy of Teaching, and the second to Methods of Teaching. The aim of the course is rather to quicken thought and aid the student in the formation of just opinions on theories and methods than to prescribe any certain methods.

ELECTIVES.

German may be substituted for the two years' work in Greek. Any of the following subjects may be substituted for a like number of hours in the Senior year of the Latin-Scientific course, viz.: Psychology, Pedagogy, Political Economy and Bible.

Bible Department

JONAS S. HARTZLER, Principal.....*Church History, Bible*
NOAH E. BYERS.....*Psychology and Pedagogics*
JOSEPH W. YODER.....*History and English*
LINA ZOOK.....*S. S. Normal Work, Prophecy*
DANIEL KAUFFMAN.....*Church Doctrines and Epistles*
AMOS D. WENGER.....*Missions and Bible Lands*

REGULAR COURSE.

The need of thorough Bible study is constantly becoming more and more apparent. The church, the Sunday school, the Young People's Meetings and the Mission Fields need the aid of those who have taken a complete course of Bible study. Such a course, when taken logically and systematically, will serve as a means to utilize much Bible knowledge which otherwise would be of little value to its possessor, as well as to acquire much that is new and useful to him. Realizing this, we take pleasure in offering a course for the benefit of those who wish to prepare themselves for this kind of work. In this course we aim at a careful study of the Bible as to its spiritual import, its history, geography, and the circumstances under which it was written.

The course is so arranged that students may devote their entire time to Bible study or take up such parts of it as they are able to pursue in connection with their other studies. Bible studies may be taken as an elective instead of some of the branches of the last year Scientific course, thus giving all the academic students an opportunity to get some Bible work. The entire course is practical, both as to subject matter and its application to daily life.

During the time of the Short Course the classes in Prophecy and New Testament History will be postponed,

and students desiring to finish the course will be required to take a corresponding amount of work in the Short Course. Diplomas will be given to those who finish the prescribed course. Proper grades from other reputable schools will be considered.

"Study to show thyself approved of God, a workman that need not be ashamed, rightly dividing the word of truth."—*Paul.*

SCHEDULE OF STUDIES FOR REGULAR COURSE.

FIRST YEAR.

FIRST TERM.

OLD TESTAMENT HISTORY—To period of the Judges.....(4)
GOSPELS—To the Parables by the Sea.....(5)
GENERAL HISTORY—Egyptian and Grecian.....(4)
ENGLISH GRAMMAR—Sentences and their Elements.....(5)
RHETORIC—Punctuation and Diction.....(2)

SECOND TERM.

OLD TESTAMENT HISTORY—To close of the Canon (4)
GOSPELS—To Passion Week.....(5)
GENERAL HISTORY—Roman.....(4)
ENGLISH GRAMMAR—Parts of Speech.....(5)
RHETORIC—Sentence and Paragraph.....(2)

THIRD TERM.

NEW TESTAMENT HISTORY—To death of John the Baptist.....(5)
GOSPELS—To the Ascension.....(4)
GENERAL HISTORY—Mediæval.....(4)
ENGLISH GRAMMAR—Parts of Speech; Syntax..(5)
RHETORIC—Composition.....(2)

FOURTH TERM.

NEW TESTAMENT HISTORY—To Destruction of Jerusalem.....(5)
MOSAIC LAW.....(4)
GENERAL HISTORY—Modern.....(4)
WORD ANALYSIS.....(5)
RHETORIC—Rhetorical Analysis.....(2)

SECOND YEAR.

FIRST TERM.

NORMAL LESSONS—Bible.....(4)
ACTS OF THE APOSTLES.....(5)
HISTORY OF ANCIENT RELIGIONS.....(5)
AMERICAN LITERATURE—Early Writers.....(3)
PSYCHOLOGY—Presentation and Representation (3)

SECOND TERM.

PROPHECY—Isaiah, Hosea, Jonah, Micah, Amos. (4)
HISTORY OF THE REFORMATION—To Religious Wars in France.....(5)
EPISTLES—James, 1 Thessalonians, 1 Corinthians, Galatians, Philemon, 1 Peter, Hebrews. (5)
AMERICAN LITERATURE—Writers since 1850.....(3)
PSYCHOLOGY—Thought; Emotion; Will.....(3)

THIRD TERM.

PROPHECY—Jeremiah, Joel, Obadiah.....(5)
EPISTLES—Romans, Ephesians, Timothy, Titus, 1 John.....(5)
ENGLISH LITERATURE—449 to 1700.....(5)
PEDAGOGY—Philosophy of Teaching. .....(5)

FOURTH TERM.

PROPHECY—Daniel, Ezekiel.....(3)
HISTORY OF THE REFORMATION—To the death of Oliver Cromwell.....(4)
POETICAL BOOKS—Job, Psalms, Proverbs.....(2)
ENGLISH LITERATURE..... .....(5)
PEDAGOGY—School Management.....(5)

BIBLE.

Under this head the Mosaic Law, Poetical Books, Prophecy, Four Gospels, Epistles, and Normal Lessons are considered. The aim in the study of the Mosaic Law is to get a thorough knowledge of the Law, the manner in which it was observed, and its effect upon the people. The work is discussed by topics. No text book is used except the Bible, but each student should have a concordance and Bible dictionary for reference. A good commentary is also desirable as an aid in the study of all the subjects under this head.

Prophecy is studied in relation to its fulfillment, the remainder of the Bible, and times in which it was written. The similarity in the writings of contemporary prophets is also brought out.

The study of the life of Christ is taken up in a chronological order as found in the four Gospels. The motive and style of the writers are studied from their productions. Special attention is given to the teachings of the Savior, and their application to life.

The Epistles are the medium through which the writers and the condition of the churches can be studied. The thoughts presented, and their application to the church of to-day as well as to individuals, occupies the greater part of the time devoted to this study.

Normal Lessons at the beginning of the second year are intended to serve a double purpose, as a sort of review of the first year's work; and as a connective, bringing the various Bible subjects together in their proper relation.

HISTORY.

Old and New Testament History is given in this Department in order that the students may get a knowledge of the chronological order of events. This can not be so well attained in any other way as by the study of some good text on the subject. The deeper truths of the Bible are studied directly from the Sacred Volume itself.

In the study of the Reformation, Protestantism is traced from the birth of Martin Luther to the death of Oliver Cromwell. It shows the condition of the church in the different countries and gives the student an idea of the great persecution and the cost of establishing a religion of "Justification by Faith."

For general History, see page 14.

LANGUAGE AND LITERATURE.

The need of a thorough knowledge of the derivation of words, the meaning of the various roots, prefixes and suffixes, as well as the proper use of words in a sentence, ability to punctuate and paragraph is evident to every Bible student. Word Analysis, Grammar, and Rhetoric are placed in the course to supply this need.

The study of Literature in connection with this course is to enable the student to broaden his views, to come in

contact with the best writings of different ages and compare them with the literature of the Bible.

For further information on these subjects see page 14.

SPECIAL BIBLE TERM.

Those who can not find time for a full course in Bible Study, yet desire to devote a few weeks to this work, will find our Short Course suited to their wants. Aside from the studies in the Regular Course there will be classes in Church History, Church Doctrine, Sunday School Normal Work, Missions, and Bible Lands. Students will be permitted to enter as many of these classes as they are able to take and do the work successfully. Tuition for this course, $5.00. Free to ministers of the gospel. For board and rooms, see under the head of Expenses.

CORRESPONDENCE COURSE.

The course in the Life of Christ was so well received last year that we have been encouraged to thoroughly revise it for next year and add a course in the Acts of the Apostles and the Epistles. Six months are required to finish either of these courses. They are so arranged that each day's work is outlined, and that the student may know just what is required. Either of these courses may be taken by those who can devote from one to two hours to the work each day, or if more time can be spared, both may be taken at the same time. The following are some of the expressions which have been received from those who have taken the course in the Life of Christ:

I have learned many precious truths from your Correspondence Course. .....The Personal Thoughts connected with each lesson have helped me very much.—E. S., Pa.

I am well pleased with the work.—J. D. C., Ill.

I enjoy the work very much, and find it very helpful in getting a better knowledge of our Savior's life and teaching.—A. L., Pa.

I find the Correspondence idea is quite favorably accepted No doubt many will take hold of it soon....I enjoy the work very much.—S. F. C., Pa.

I am thankful for this plan of studying the Word of God....I am much pleased with the lessons.—J. J. W., O.

The tuition in the Correspondence department is $3.00 for a course of three months. A text book will be needed in studying the Life of Christ. This book, The Harmony of the Gospels, will be sent postpaid for $1.25.

Elocution and Music Department

ABRAM B. KOLB, Director.....*Chorus and Oratorios*
ADDIE V. BRUNK.....*Elocution*

SEMINARY COURSE.

This course is offered for those who desire to complete definitely outlined work along literary lines in connection with the special study of music or elocution. It is especially strong in the subjects of literature and history, and its purpose is to give such liberal culture as will fit young men and women for the varied duties of home and public life.

SCHEDULE OF STUDIES.

FIRST YEAR.

FIRST TERM.

GERMAN—Grammar.....(5)
ENGLISH GRAMMAR—Sentence.....(5)
ENGLISH HISTORY—54 B. C. to 1558 A. D.....(3)
RHETORIC—Punctuation and Diction.....(2)
MUSIC—Rudiments.....(3)
DRAWING.....(2)

SECOND TERM.

GERMAN—Grammar.....(5)
ENGLISH GRAMMAR—Parts of Speech.....(5)
ENGLISH HISTORY—1558-1900.....(3)
RHETORIC—Sentence and Paragraph.....(2)
MUSIC—Sight Reading.....(3)
DRAWING.....(2)

THIRD TERM.

GERMAN—Reader.....(5)
ENGLISH GRAMMAR—Inflection and Syntax.....(5)
UNITED STATES HISTORY—1492-1789.....(5)
RHETORIC—Composition.....(2)
ELOCUTION.....(2)
PENMANSHIP.....(5)

FOURTH TERM.

GERMAN—Easy Prose; Composition.....(5)
WORD ANALYSIS.....(5)
UNITED STATES HISTORY—1789-1900.....(5)
RHETORIC—Rhetorical Analysis.....(2)
ELOCUTION.....(2)
PENMANSHIP.....(5)

SECOND YEAR.

FIRST TERM.

GERMAN—Die Journalisten; Composition.....(5)
AMERICAN LITERATURE—Early Writers.....(3)
Masterpieces—English and American Essayists.(2)
PSYCHOLOGY—Presentation and Representation (3)
HARMONY.....(2)
PRIVATE LESSONS IN MUSIC OR ELOCUTION.....

SECOND TERM.

GERMAN—Wilhelm Tell; Composition.....(5)
AMERICAN LITERATURE—Writers since 1850.....(3)
MASTERPIECES—English and American Essayists(2)
PSYCHOLOGY—Thought, Emotion, Will.....(3)
HARMONY.....(2)
PRIVATE LESSONS.....

THIRD TERM.

GERMAN—New Testament.....(5)
ENGLISH LITERATURE—449-1700.....(5)
MASTERPIECES—Fiction.....(2)
BOTANY—Plant Morphology and Physiology.....(3)
PRIVATE LESSONS.....

FOURTH TERM.

GERMAN—Hermann and Dorothea.....(5)
ENGLISH LITERATURE—1700 to the Present.....(5)
MASTERPIECES—Elements of Literary Criticism.(2)
BOTANY—Plant Analysis.....(3)
PRIVATE LESSONS.....

MUSIC.

RUDIMENTS.

This work will be in charge of a competent teacher who will give thorough drills, and teach a knowledge of the signs and characters used in written music, scales, transposition, and sight reading.

HARMONY.

Every music student should pursue the study of harmony, as it will improve the practical work upon the intellectual side. The course consists of two lessons per week for twenty weeks, and comprises a thorough knowledge of the formation of Major and Minor Scales, and of all the intervals; chords, their inversions and various relations; Part Writing and Modulation; Composition and Analysis.

INSTITUTE CHORUS.

When students are able to read music readily, and to govern their voices, they are admitted to the Institute Chorus, which practices at least once a week. This chorus furnishes the music for the Literary Society and with the various quartets organized each year, gives ample practice in part singing.

PHILHARMONIC SOCIETY.

The Philharmonic Society, numbering last year nearly one hundred members, meets in Chapel Hall one evening of each week for rehearsal. An hour and a half of time is devoted to instruction in sight reading, and other drills necessary to a proper use of the voice and intelligent rendition of music. The music used for work by the Society is selected from the sacred classics, including an annual rendition, in the Christmas week, of Handel's masterpiece, "The Messiah." A public rendition is also given at the end of the school year, of the oratorio that has formed the main study of the year.

PRIVATE LESSONS.

Private lessons will be given in Vocal Culture, Piano and Organ, by a qualified teacher, and the work will be adapted to the individual needs of the student.

ELOCUTION.

To-day more than ever before, Elocution is being taught in all the leading colleges, academies and public schools. People realize that Elocution is not merely an art of impersonation or imitation to be thrown off or put

on at leisure: but that it is a study when once begun you can carry with you always and that it is the study of human nature in all its different moods.

Again this study brings one in contact with the masterpieces of the best authors and gives one a higher appreciation of good literature. The aim of the department is to make the pupils good readers and speakers. Students are taught how throat difficulties occasioned by over use or wrong use of the vocal organs may be avoided; how harsh quality of voice may be removed, and pure, musical quality acquired; how awkwardness in gesture may be conquered; how vocal practice should be regulated. In class work oratory and common reading are given special attention.

For outline of literary subjects see Academic Department.

PHYSICAL CULTURE.

Physical Culture and Delsarte are taught in connection with Elocution. The physical as well as the mental part of the body should be given special attention and the students who are at work from eight in the morning until four in the evening, need this as a rest to the mental and a development of the physical. The general work includes Indian club, dumb-bell, wand, ball and pole drills and breathing, walking and flexing exercises. Drills are given to remedy the following defects: side or lateral curve of the spine, stooping or uneven shoulders, incorrect poise of the head, and acquired faults in the carriage of the body. The results expected from this work are, a development of weak muscles, a graceful bearing, habitually maintained freedom from awkwardness, and ease and precision in the movements of the body. For rates of tuition see page 36.

Commercial Department

WELLINGTON K. JACOBS, Principal.....
.....*Penmanship, Bookkeeping, Banking*
OLIVIA W. GOOD.....*Shorthand and Typewriting*
NOAH E. BYERS.....*Economics*
JOSEPH W. YODER.....*Civics, Rhetoric, Literature*
JONAS S. HARTZLER .....*Com. Geography, Law*
SOLOMON F. GINGERICH.....*Com. Arithmetic*

OUR BUSINESS COURSES.

Our country is remarkably rich in natural resources, the development of which has given rise to immense domestic and foreign trade, as well as to great manufacturing interests. New and greater opportunities for success in business, both at home and in our new possessions, have opened, and are opening, and a growing demand for well-trained young men and women to fill responsible, well-paying positions has naturally followed. The requirement for these positions is a thorough training—rather than talent.

It is the aim of our Commercial Department to train our students to do business in the best, most intelligent, and most practical manner. Our prestige has been fairly won during the past six years, not by the use of "printer's ink," but as the result of the conscientious work of managers and teachers, and in consequence of the splendid success of our graduates, not only in this city, but in different parts of the country.

A course of commercial training such as we offer, will give excellent mental discipline, and will be of great value as a preparation for life's duties, even to those who never want to become bookkeepers, or enter active business life.

We now have the best equipped department in this part of the State, and are thoroughly prepared to give a high grade of commercial training and to teach our students to "do business as business is done."

OUR BUSINESS PRACTICE DEPARTMENT.

The work of this department is perhaps the most fascinating feature of an interesting course of commercial study. It supplements and enforces what has been dealt with during the first part of the course, and gives a proper finish to the student's business education. During the summer of '99, a fully equipped Business Exchange was established in connection with our Commercial Department. Separate offices were furnished and supplied with complete sets of regular office books and stationery.

When a student has completed the outlined course in bookkeeping he enters the Merchants' Exchange, where he will do business with his fellow students as well as with the different offices and the Merchants' Bank. Prices based upon the daily market quotations are posted every morning as a guide in buying and selling, but each student uses his own judgment with regard to the amount of the sales. Each transaction must be properly recorded in his books, from which he is required to make out a daily trial balance and is also required to make out a balance sheet and properly close his ledger at regular periods of his work. No student wishes his books to show that he is conducting a losing business, and, as each one relies on himself, strong business characteristics are sure to be developed. As soon as competent he takes charge in turn of the Freight office, Commission house, Wholesale and Jobbing house, and lastly the Merchants' Bank. Each of these offices is equipped with specially ruled books in which every transaction is properly recorded. Promotion is not granted to any who are not neat and accurate in their work. The great consideration is to secure absolute accuracy, develop habits of neatness, promptness and dispatch in every detail, along with self-reliance and "an eye to business."

OUR TWO YEARS' BUSINESS COURSE.

The leading business teachers of the world are showing their faith in a liberal education for all classes of students, by lengthening the course of study. We believe, in common with them, that a business manager or assistant will be more proficient if his course of study includes a few things besides Bookkeeping, Penmanship, Arithmetic and Commercial Law. For this reason we have adopted a two years' course, as outlined on the following pages.

In addition to a more varied and thorough course in the regular commercial branches, we have added courses of study, which, we know from actual experience, most students need to become more intelligent, more useful, and more practical business men, as well as to fit them for positions of public trust and responsibility. No one should be satisfied with a short course; a short course bookkeeper generally lives on "short pay." High School graduates or students who have College credits, can complete this course in less than the specified time.

The number of hours in the English branches is shown in the schedules of the Latin-Scientific and Normal Courses.

OPTIONAL SUBJECTS.

We recommend that all students take Shorthand and Typewriting the second year as outlined below; especially those who expect to engage in active business. (See introduction to Shorthand and Typewriting). But students who prefer to do so may select subjects equivalent in time from any of our Academic courses.

SCHEDULE OF STUDIES.

FIRST YEAR.

FIRST TERM.

BOOKKEEPING.....Budget A, Business Forms
ARITHMETIC.....Percentage
ORTHOGRAPHY.....Words in Common Use
PENMANSHIP....Fundamental Movement Exercises
RHETORIC.....Punctuation and Diction
CIVIL GOVERNMENT.....The Powers of Congress

SECOND TERM.

BOOKKEEPING.....Budget B, Part I
ARITHMETIC.....Interest and Discount
ORTHOGRAPHY.....Business Spelling
PENMANSHIP.....Movement Exercises Continued
RHETORIC.....Sentence and Paragraph
CIVIL GOVERNMENT—National and State Constitutions.

THIRD TERM.

BOOKKEEPING.....Budget B, Part II
ARITHMETIC—Partnership Settlements; Equation of Accounts.
ORTHOGRAPHY—Proper Names, Terms and Abbreviations.
BUSINESS CORRESPONDENCE..Rapid Letter Writing
COMMERCIAL LAW.
RHETORIC.....Composition
DRAWING.

FOURTH TERM.

BOOKKEEPING.....Two More Partners Admitted
COMMERCIAL GEOGRAPHY.
BUSINESS CORRESPONDENCE—Business Letters, Notices, Advertisements.
RHETORIC.....Rhetorical Analysis
MENTAL ARITHMETIC.....Rapid Mental Calculation
DRAWING.

SECOND YEAR.

FIRST TERM.

BOOKKEEPING.....Merchants' Exchange
ECONOMICS.
SHORTHAND AND TYPEWRITING.
AMERICAN LITERATURE.....Early Writers

SECOND TERM.

BOOKKEEPING.....Management of Offices
ECONOMICS.
AMERICAN LITERATURE..... Writers since 1850
SHORTHAND AND TYPEWRITING.

THIRD TERM.

BOOKKEEPING.....Banking
HISTORY OF INDUSTRIES AND COMMERCE.
SHORTHAND AND TYPEWRITING.

FOURTH TERM.

BOOKKEEPING—Stock Company's Manufacturing Set.
SHORTHAND—Office Work; Actual Business; Reporting Speeches and Lectures.
TYPEWRITING—Transcribing Above Work Correctly and Rapidly.

SIX MONTHS' COURSE.

This includes instruction in the following subjects: Bookkeeping, Arithmetic, Commercial Law, Penmanship and Spelling. This was formerly our regular course, and is an excellent one for those who can not attend more than about six months. Students who have taken this course may receive credit for it on our two years' course.

Students who finish their Budget work creditably will be admitted into the Merchants' Exchange. The management of the offices is not included unless special arrangements are made.

SUBJECTS.

BOOKKEEPING.

We use the "Budget System," a happy combination of the theoretical and practical that at once enlists the student's interest, and holds it to the end of the course. Our students study and handle actual business papers, and make records of such in their books; "they do business as business is done in business." Budget A consists of three sets in Double Entry Bookkeeping, using only the Journal, Check Book, Ledger and Balance Sheet. Budget B, Part I, adds the use of the Cash Book, Sales Book and Bill Book. In Part II of the same the student becomes familiar with the Invoice Book, the special columns and short methods of posting; and in the Ledger, Branch Store, Stock, Dividend, and investment and private accounts for each partner are opened.

BANKING.

The most modern styles of ruling are used in the entire set of books consisting of Cash Books, General and Individual Ledgers, Discount and Collection Registers and Ticklers, Statement Book, and Stock Ledger. Students in turn fill the positions of Discount and Collection Clerk, Individual Bookkeeper, General Bookkeeper, Receiving and Paying Teller and Cashier.

COMMERCIAL ARITHMETIC.

A thorough knowledge of this subject is indispensable to business life. Our course is practical; we give many short methods and special drills for accuracy and speed.

COMMERCIAL LAW.

This course includes, in general, what every man should know of laws governing contracts, deeds, mortgages and the more common business papers.

ORTHOGRAPHY.

The ability to spell correctly words in common use, should be more generally acquired. A poor speller is a poor writer and has a poor chance for advancement.

PENMANSHIP.

We train students to write a neat, practical, business hand at a fair rate of speed. We also give instructions in fancy flourishing and ornamental penmanship to those who want it. Most business men require a good hand writing; poor writing is often a bar to a good position, while good penmanship is sure to inspire confidence.

BUSINESS CORRESPONDENCE.

The writing and answering of business letters is carried on throughout the entire course. Correct forms, neat appearance, and good composition and writing are insisted upon.

CIVIL GOVERNMENT.

After a brief survey and comparison of the early colonial governments, the Constitution of the United States is carefully considered historically, then analyzed in detail. In the analysis many of the discussions of the Constitutional Convention are brought out, showing the adoption of certain clauses as a compromise. This is followed by an outline of the State Constitution.

ECONOMICS.

Economics, or Political Economy, is the science of wealth or values. Our course treats of the Production,

Distribution, Exchange, and Consumption of Wealth; the relations between Land, Labor and Capital; Banks and Money; Protective Tariffs; Free Trade, etc. A study of this subject is essential to sound reasoning on social and industrial problems, and is of vital importance to good intelligent citizenship.

COMMERCIAL GEOGRAPHY.

This treats chiefly of our imports and exports; where they can be produced at the least cost and where disposed of to the best advantage. The opportunities for the merchant in new countries are discussed and the great trade routes of the world studied.

HISTORY OF INDUSTRIES AND COMMERCE.

An intelligent presentation of the origin and development of the chief industries of the world will be given in a series of lectures. This will enable the student to better understand modern conditions in the business world.

DIPLOMAS AND CERTIFICATES.

All students completing our two years' course are entitled to the beautifully engraved Diploma of the Elkhart Institute. A Certificate of the work done is awarded to those who complete the six months' course.

SHORTHAND AND TYPEWRITING.

"If a young man wanted to be always sure of a good position," said a business man in Boston lately, "I would have him learn to write well, master Shorthand and Typewriting, and add Bookkeeping, so that he could keep my accounts at a pinch. Then no matter how hard the times might be, he would be sure of work. If he got out of a place, I would agree to take care of him until he got another, every time."

In practice the Shorthand profession is divided into two classes: 1. The expert or general reporters. 2. The amanuenses, or those who have not the skill requisite for the higher branches of the art.

GENERAL REPORTERS.

These are the best paid men in the profession. Official law stenographers generally receive from $2000 to $3000 per year, with an additional fee for transcribing. The official stenographer of the Senate receives a salary of $25,000 a year, while each of the house reporters receives $5,000.

AMANUENSES.

The field for the employment of amanuenses is very large, and the thoroughly competent ones never fail to obtain work at fair wages. They have become a necessity in every business having a large amount of correspondence. Salaries range from $5 to $15 per week according to the amount and quality of the work done. As a rule young men receive higher salaries than young women.

OUR ONE YEAR'S COURSE.

We believe this is what has long been needed, especially for those who have not received a High School or College education. Those who have, can complete the course in less time, but as we aim to train students for actual business, no one should be satisfied with a hurried "short course." Business men are tired of slow shorthand writers, and of those who make exasperating mistakes in composition and spelling, but they are willing to pay good salaries for the services of those who are well trained. Our regular course as outlined below will give just the training that is wanted, the kind that will command a good salary.

FIRST TERM.

SHORTHAND—Underlying principles; simple dictation exercises.
TYPEWRITING—Knowledge and care of machine; fingering exercises.
ORTHOGRAPHY.....Definition and Spelling
PENMANSHIP.....Neat, rapid, legible writing
RHETORIC—Correct English; construction of sentences.
AMERICAN LITERATURE.....Early writers

SECOND TERM.

SHORTHAND—Underlying principles; dictation exercises.
TYPEWRITING—Knowledge and care of machine; fingering exercises.
ORTHOGRAPHY.....Definitions and spelling
PENMANSHIP.....Business writing
RHETORIC.....Sentence and paragraph
AMERICAN LITERATURE.....Writers since 1850

THIRD TERM.

SHORTHAND—Business letters; legal forms; speed dictation.
TYPEWRITING—Speed exercises; transcribing from shorthand notes.
ORTHOGRAPHY—Business spelling; abbreviations; proper names.
LETTER WRITING—Correct forms; proper construction.
RHETORIC.....Composition

FOURTH TERM.

SHORTHAND—Office work, actual business; reporting speeches and lectures.
TYPEWRITING—Transcribing above work correctly and rapidly.
BUSINESS CORRESPONDENCE — Writing, answering, copying and filing letters.
ORTHOGRAPHY.....Special words and terms
RHETORIC.....Figures of speech and versification

DIPLOMAS AND CERTIFICATES.

A handsomely engraved Diploma will be given to those who complete the above course satisfactorily. The requirements are: 1st, a speed of 100 words per minute in shorthand, and 25 words per minute in new matter from shorthand notes on the typewriter; 2nd, a passing grade in the studies outlined above, or High School or College credits for the same. Those having the latter can complete the course in considerably less time.

Those who have not time to complete the regular course, or those who wish to take up only the main part of the course, Shorthand and Typewriting, will be given a Certificate of Proficiency for the work done. About six months time is required to fit students for light office work.

CORRESPONDENCE COURSES.

SHORTHAND.

The Elkhart Institute has opened the way for taking lessons in Shorthand by mail. No effort is spared to make this course simple and pleasant. Those who are willing to work patiently and persistently will gain a knowledge of Shorthand quickly and easily.

Tuition and text book for six months' course, $11.50. Day's Complete Shorthand Manual is used.

BOOKKEEPING.

This course provides for instruction in the theory of bookkeeping and covers the same ground as our regular work in the school room, outside of class work and drills. The Sadler-Rowe System has been adapted to this work, and while the student does not receive the benefit of class work, this course is an excellent one for those wishing a general knowledge of bookkeeping. We offer this course of six months by mail for $16.00 paid in advance. This includes tuition and all books and blanks necessary.

COMMERCIAL LAW.

A knowledge of Commercial Law is thoroughly and systematically taught by mail. The text book, "Williams & Rogers New Commercial Law," will be sent postpaid on receipt of $1.25.

Tuition for a course of three months, $3.00.

Further information on Correspondence work may be obtained by addressing the Secretary.

Expenses.

The question often arises, "How can I meet the necessary expenses of a higher education?" The high grade of instruction and comparatively small outlay of money required at the Elkhart Institute go a long way toward answering this important question, as will be seen below.

TUITION FOR ACADEMIC DEPARTMENT.

(LATIN-SCIENTIFIC, NORMAL OR SEMINARY COURSE.)

One term of ten weeks.....$ 8.00
Four terms of ten weeks each (*in advance*)..... 30.00

Tuition for Bible Department is the same as for the Academic Department.

TUITION FOR ELOCUTION and MUSIC DEPARTMENT.

Private Lessons in Elocution, Physical Culture, Advanced Vocal Music, or Instrumental Music, per lesson.....$ .50
Class Lessons Elocution or Physical Culture, per term, (20 lessons)..... 3.00
Advanced Vocal Music, per term, in class, from .....$1.00 to $3.00

TUITION FOR COMMERCIAL DEPARTMENT.

(BUSINESS OR STENOGRAPHIC COURSE.)

One month.....$ 6.00
Six months..... 30.00
One Year's Course..... 40.00
Full Two Years' Commercial Course { First year.... 40.00 / Second year.. 30.00

Tuition must be settled in advance. Any one entering for less than a term will be given rates on application. Tuition will be refunded to any student who is obliged to leave school on account of protracted sickness.

TUITION FOR CORRESPONDENCE COURSE.

Life of Christ, Epistles, General History, Literature, Commercial Law or Psychology, for three months' work, each branch.....$ 3.00
Bookkeeping or Shorthand, six months.....10.00

Text books for any of the above furnished on receipt of price.

BOARD AND ROOMS.

Board at the Institute Boarding Hall, per week.....$1.50
Furnished rooms in private families, per week..... .50
Board and room in private families, per week..... 3.00

General Information

ARRIVAL OF STUDENTS.

Due notice should be given the Secretary of the time and train on which students will arrive, so that they may be met at the depot. We are interested in having them comfortably located in pleasant rooms as soon as possible after their arrival. This is an advantage to them as well as to us.

Persons arriving in the city to attend the Institute should leave their baggage at the depot, retain their checks, and come directly to the Institute building on Prairie Street, where arrangements may be made for room and board.

ROOMS.

It is necessary that students should have quiet rooms in which to study and rest aside from school hours. We have made arrangements with private families to furnish carpeted rooms with bed, stove, chairs, table and lamp. These will be rented to our students at fifty cents per week for each student where two room together. Further particulars on board and rooms will be found under the head of Expenses.

A WORD TO PARENTS.

We realize the anxiety often felt by parents and guardians when their young people leave home to obtain a higher education. To overcome this as far as possible, and to surround our students with the best moral influences, we secure rooms only where reputable families live in the same house, and where we would be willing to place our own children.

We require these families to make frequent reports of the conduct of our students. If we find that they act unbecomingly or immorally, their parents are at once notified.

Each member of the faculty is interested in the welfare of all the students in school, and exercises a watchful care over them, not in the sense of a spy, but to help them in every way possible. This is very needful for most young people, as by it they are made to feel that their best friends are their teachers.

REPORTS

of the students' work are regularly made at the end of each term. These are sent to the parents or guardians when desired. Reports will be made to parents, if requested, each month or week.

TEXT BOOKS.

A list of text books in use at the Institute is given elsewhere. In many cases, however, other books may be used to advantage. Students should bring with them their own books in the studies they wish to pursue here.

Text books are on sale at the Institute at the rate charged by the city book stores. At the end of the term students may return the books they have used and receive the price charged less a sum due for use and wear.

LITERARY SOCIETIES.

There are four literary organizations which give excellent practice for original composition and public speaking. The work is under the supervision of the faculty, but all the societies are conducted by the students.

The Institute Literary Society is the oldest organization, and opens its doors to all the students.

Two Debating Societies for young men afford good training in logical debate and parliamentary law, and admit only the gentlemen of the school.

The Philomathean is the ladies' society.

RELIGIOUS ORGANIZATIONS.

A student organization has been formed for the purpose of promoting Christian growth and fellowship among its members, training them for Christian service and doing aggressive work, especially among students.

Devotional meetings are held once a week, which have been a source of much spiritual blessing. One

SCIENCE DEPARTMENT.

meeting each month is devoted to the subject of Missions. A special effort is made to help students to form the habit of regular devotional Bible study, and for this purpose Bible classes are organized which meet once each week for a review of the work which is outlined for daily study. A course in the study of Missions is also given, meeting regularly and studying the various phases and fields of missionary work.

INSTITUTE MONTHLY.

This is a twenty-page paper published in the interest of education and spiritual progress. It serves as a splendid medium for literary work, and as a means of communication between present and former students. Friends of the Institute, and all who are interested in Christian education, will find the columns of the Institute Monthly to be full of reading matter that is suggestive and helpful. Subscription price, 50 cents per year. Any profits derived from the publication of this paper will be applied in paying the general expenses of the school.

THE INSTITUTE DINING HALL.

The Board of Directors controls the Institute Dining Hall. Splendid board is furnished at $1.50 per week.

A plenteous supply of wholesome, nourishing food is furnished to the students at a very small margin above actual cost. The advantages of this plan are obvious. The necessary expenses are greatly reduced, and the social faculties of each student are strengthened and developed by meeting fellow-students and engaging in pleasant, sociable conversation, three times a day. The ties of friendship formed by those who gather around these tables are such as will never be broken, and the recollections of the pleasant associations enjoyed here will linger in the memories of the students long after they leave the halls of the Elkhart Institute.

LIBRARY.

The library shelves are filled with the latest reference books on all the subjects taught.

Among the reference books are three sets of Encyclopedias—The Britannica, Johnson's, and the Columbian; Ridpath's Histories, Matthew Henry's Commentaries, etc.

Besides these, there are the works of the principal American and English authors, works on Science, History, Religion, Missions, etc.

LABORATORIES.

The Department of Natural Sciences occupies three well-lighted rooms; the chemical laboratory, biological and physical laboratory and supply room.

The chemical laboratory is equipped with water and gas connections, evaporating hood, and individual students' desks which are supplied with Bunsen burners and the necessary reagents and apparatus, and a full line of chemical supplies.

Among the more prominent pieces of apparatus in the physical and biological laboratory are an air-pump, chemical balances, rotatory apparatus, pendulums, electrical machine, electrical battery, models and manikin, and tables with apparatus for individual experimentation.

LABORATORY FEES.

Students who study Chemistry will be required to deposit $2.00 per term for laboratory fees. Those studying Botany, Zoology and Physics, will be required to pay $1.00 per term for laboratory fees. This amount will be sufficient to cover the cost of chemicals and the use of apparatus, but will not provide for the breakage of apparatus.

SITUATIONS FOR STUDENTS.

We are frequently asked whether we agree to furnish situations for those who finish a course here. Our answer is: We do not promise this. Such promises are seldom satisfactorily fulfilled. However, we have been able thus far to get good places for nearly all our students who have desired them, and judging from the satisfaction they are giving, we will be able to do so in the future. We will do what we can for those who, by honesty, thorough work, and genteel manners, prove themselves worthy of good positions.

DIPLOMAS.

Diplomas will be given to all students who finish the work in any prescribed course. Graduates will be required to pay a graduation fee of $3.00.

KINDERGARTEN.

This department is in charge of an experienced kindergartner and is open only during the summer months.

CORRESPONDENCE WORK.

By giving lessons by mail the school is brought to the homes of many who could not otherwise pursue a course of study. Any information desired on this work will be cheerfully furnished by the Secretary.

DONATIONS.

The endowment fund has been materially increased within the last year, and a considerable amount has been received in donations. We hope that those who wish to make wills or donations in favor of the various church institutions, will also remember the Elkhart Institute.

A number of workers for the home and foreign mission fields have received their preparatory training at the Elkhart Institute within the last year, and are now actively engaged in mission work.

The courses of study offered provide for thorough training in Language and Bible work, and excellent opportunities are afforded for actual experience in Christian work while attending the school. Worthy young men and women who wish to prepare for foreign mission work, and are without the means of meeting the necessary expenses, will receive their tuition free, if in the estimation of the faculty they are capable of engaging in work in the foreign field. Any funds donated to meet the expenses of such students will be applied as requested by the donors, and for no other purpose.

FORM OF BEQUEST.

I hereby give, devise, and bequeath to the Elkhart Institute, at Elkhart, Ind., the sum of————to be used as————————(place here, Endowment Fund, Students' Fund, or such other purpose as the donor may desire.)

Rules and Regulations

I. All students are required:

1. To attend chapel every day.

2. To abstain from the use of tobacco and profane language on the Institute premises.

II. Non-resident students are required:

1. To attend Sunday school and one church service each Lord's day at their regular place of worship.

2. To be in their rooms at 8 P. M., except, (a) On Saturday, when the time is extended to 10 P. M. (b) When attending church services or meetings at the Institute, after which services or meetings they shall go immediately to their rooms.

III. Lady students shall not receive gentlemen callers at their rooms.

IV. Lady and gentlemen students shall not take rooms in the same home.

V. Persons furnishing rooms to students shall report all violations of these rules to the Faculty.

Text Books Used.

ALGEBRA ..... *Wentworth*
ARITHMETIC—Commercial ..... *Packard*
ARITHMETIC—Practical ..... *Cook-Cropsey*

BOOKKEEPING ..... *Sadler & Rowe*
BOTANY ..... *Bergen*

CHEMISTRY ..... *Remsen*
CIVIL GOVERNMENT ..... *Townsend*
COMMERCIAL LAW ..... *Williams & Rogers*

DRAWING ..... *Webb, Zaner & Ware*

ECONOMICS ..... *Walker*

GEOGRAPHY—Physical ..... *Davis*
GEOGRAPHY—Political ..... *Redway & Hinman*
GEOMETRY ..... *Wentworth*
GERMAN ..... *Otis*
GRAMMAR ..... *Reed & Kellogg, Wisely*
GREEK ..... *Goodwin & White*

HISTORY—Ancient Religions .....
HISTORY—English ..... *Montgomery*
HISTORY—General ..... *Myers*
HISTORY—United States ..... *MacMaster*

LATIN ..... *Collar & Daniel, Allen & Greenough*
LITERATURE—American ..... *Pattee*
LITERATURE—English ..... *Robertson*

PEDAGOGY ..... *Tompkins*
PHYSICS ..... *Wentworth & Hill*
PHYSIOLOGY ..... *Overton*
PSYCHOLOGY ..... *Halleck*

RHETORIC ..... *Genung*

TRIGONOMETRY ..... *Wentworth*

WORD ANALYSIS ..... *Swinton*

ZOOLOGY ..... *Colton*

Register of Students.

From March 26th, 1899, to March 26th, 1900.

Ball, Ralph T .....Ind
Berkey, Della.....Ind
Berkey, Lavona .....Ind
Best, Harley.....Ind
Blosser, Kate.....O
Blosser, Lizzie E.....Ind
Blosser, William F.....O
Bookwalter, Samuel M..Pa
Bressler, John F.....Pa
Brunk, Addie V.....Ind
Burkey, John C.....Ill
Burkhard, Jacob.....Neb
Burkholder, Clara E.....O
Burkholder, Monroe J....O
Buzzard, Clara.....Ind
Buzzard, Joe C.....Ind
Buzzard, Rufus.....Ind

Chaffee, Clarence P.....Ind
Christophel, Phoebe....Ind
Christophel, Walter B..Ind
Christophel, Wesley W.Ind
Coffman, Anna B.....Ind
Coffman, Daniel J .....Ind
Conrad, David E.....O
Cook, Dennis.....Ind
Culp, Irena B.....Ind
Culp, Jacob L.....O

Detweiler, Irvin R.....Neb
Dunmire, George M.....Ind
Dyer, Bertha V.....Ind

Ebersole, Frank S.....Neb
Eby, Emma L.....O

Fisher, Hattie V.....Ind
Fisher, Joseph B.....Ind
Flohr, Sarah.....O

Garber, Bertha.....Ind
Gerig, Jacob S.....O
Gingrich, Jacob B .....Ont
Gingrich, Samuel S....Ont
Gingerich, Solomon F....Ia
Good, George.....Ia
Good, Joseph.....Ind
Good, Olivia.....Ill
Greenawalt, Lulu.....Ind
Groff, Levi.....Ont

Hartman, Frank.....Ind
Hartzler, Leroy.....Ind
Hartzler, Harry.....Ind
Hartzler, Vernon S.....Ind
Haynes, Bessie.....Ind
Heasley, Hal B.....Ind
Hege, Robert W.....Ind
Hilbish, Minerva.....Ind
Hitchcox, Susan.....Mich
Hoffman, Lydia A.....Mich
Holdeman, Anna C.....Ind
Holdeman, Joseph L....Ind
Honderich, Samuel .....Ind
Hoover, Jennie.....Ind
Hoover, Nettie.....Ind

Jager, Harry B.....Ind
Jager, Leonard.....Ill

Kanagy, Jacob C.....Pa
Kauffman, Elmer C.....Ind
Kauffman, Frank E.....Ind
Kauffman, Henry B.....Ind
Kauffman, Ira.....Ind
Kornhaus, Frank N.....La
Kreider, Barbara G.....Pa
Kreider, Jonas M.....O
Kulp, Hettie B.....Pa
Kurtz, Alta.....Ind
Kurtz, Jonathan M.....O
Kurtz, Orvin.....Ind
Kurtz, Samuel A.....Ida
Kyte, Glen.....Ind

Lambert, Emma.....Ind
Lambert, Ira.....Ind

Landis, Enos C.....Ore
Leer, Jessie.....Ind
Lehman, John H.....O
Lehman, Grace.....Ind
Leighton, Katie.....Ind
Lenhart, Lena.....Ind
Lenhart, Sophia.....Ind
Levy, David.....Ind
Lind, Norman A.....O
Livengood, Elbert.....Ind

Mast, Daniel M.....Ind
Mast, Elmer D.....Ind
Meacham, Leroy.....Mich
Metzler, John E.....O
Metzler, Lydia.....O
Metzler, Marietta.....O
Metzler, Oliver D.....O
Miller, Mary.....Ind
Miller, Samuel.....Ind
Mott, Tena.....Ind
Moyer, Anthony.....Ind
Musselman, Christian H.Pa
Musselman, Ira.....Pa
Musselman, John S.....Pa

Overholser, Lewis.....Ind

Ramseyer, Alvin C.....O
Rickert Lizzie.....O
Rodibaugh Lawrence...Ind
Rohrer, Della M.....Ind
Roose, Jesse M.....Ind
Roose, Nellie L.....Ind
Ropp, Alvin K.....Ill
Roth, Harry S.....O
Royer, Isaiah W.....O
Ruch, Myrtie.....Ind
Rutt, Albert B.....Neb

Searls, Harry.....Ind
Shaffer, Kate.....Ind
Shank, Jacob.....Ind
Shank, Wilbert E.....Ind
Shanower, Jennie.....O
Shenk, Menno S.....O
Smucker, Jonathan P...Ind
Snider, Mary.....Ont
Snure, Fred.....Mich
Snyder, Absalom B.....Ont
Sparklin, Ada.....Ind
Spurgeon, Oliver.....Ind
Stauffer, Lena.....Ont
Steiner, Albert J.....O
Steiner, John L.....O
Steiner, Menno L.....O
Stiver, Clayton B.....Ind
Stuck, Bessie.....Ind
Stutzman, Ella.....O
Swisher, Milton S.....O

Thomas, David E.....Ind
Thornton, Wilson.....Ind
Timmins, Laura.....Ind
Troyer, Elsworth A.....Ind

Umble, John S.....O

Walters, Oscar.....Ind
Weaver, John.....Ind

Yoder, Anna V.....O
Yoder, Ella.....Mo
Yoder, Levi W.....Ind
Yoder, Mary M.....O
Yoder, Milo C.....Ind
Yoder, Moses I.....Ind
Yoder, Samuel.....Ind

Zook, Bertha.....Ind
Zook, David B.....O
Zook, Frances R.....Pa
Zook, Purl R.....Ind

CORRESPONDENCE STUDENTS.

Algyer, Samuel E.....O
Amstutz, Cleophus.....O

Bontrager, J. P.....O
Brenneman, Frances.....O
Burkholder, Louis J....Ont

Byler, C. H.....O

Coffman, Samuel F.....Ont
Conrad, John D.....Ill

Detweiler, Lizzie T.....O

Detweiler, Mary A.....O
Detweiler, Samuel H.....O
Headings, John W.....O
Kauffman, Ida.....Pa
Kenagy, Sadie A.....O
Kurtz, David H.....Pa
Loucks, Ada.....Pa
Loucks, David S.....Pa
Ross, George.....O
Stutzman, Lydia B.....O
Sweigart, Emma.....Pa
Troyer, Lizzie E.....O
Umble, Benjamin F.....O
Wayre, Jonathan J.....O
Wayre, Maude A.....O
Yoder, Eli D.....O
Yoder, Eva B.....O
Yoder, Mamie M.....O

CLASS OF 1899.

Bodge, Chester A.....Ind
Commercial
Conrad, David E.....O
Commercial
Jacobs, Wellington K..Ont
Commercial
Levy, David.....Ind
Commercial
McConaughy, William..Ind
Commercial
Mott, Tena.....Ind
Stenographic
Spurgeon, Oliver.....Ind
Stenographic
Timmins, Laura.....Ind
Stenographic
Yoder, Milo C.....Ind
Commercial
Zook, Frances R.....Pa
Normal

SUMMARY.

Gentlemen enrolled.....113
Ladies enrolled.....66

Total for the year.....179

Students have been registered from eleven states and Ontario.

THE SUMMER SCHOOL.

FACULTY.

C. HENRY SMITH, Chairman, *Languages, Literature and Pedagogy*
NORMAN S. GINGRICH, *Common Branches, Sciences and History*
J. M. KURTZ, *Mathematics*
CLYDE RAYMER, *Commercial Law*
W. K. JACOBS, *Commercial Branches and Vocal Music*
ADDIE V. BRUNK, *Elocution and Physical Culture*
LENA LENHART, *French*

The Summer School is under the general supervision of the Board of Directors. The session opens on the first Tuesday after Commencement and continues eight weeks, (June 12—August 3, 1900). The courses of study are arranged to meet the wants of teachers and those preparing to teach; teachers who wish to make special preparation for advanced work; high school pupils who wish to review preparatory to admission to college or university, and all who desire a short course in Commercial or Academic work. The courses offered for the summer of 1900 are as follows:

COURSES OF STUDY.

History and Government
United States History.
English History.
Civil Government.
General History.
Physics. Elementary.
Chemistry. Elementary.
Botany. Teacher's Course.
Physiology.
Zoology. Practical.
Geography. Descriptive and Physical.
Arithmetic. (Cook—Cropsey's text.
Algebra. Elementary.
Geometry. Plane and Solid.
Latin.
Beginning Latin.
Cæsar.
Cicero.
German.
Beginning Grammar.
Easy Reading.
French.
Beginning Course.
Greek. Introductory Course.
English.
Grammar.
Shakespeare.
Rhetorical Analysis.
American Literature.
Word Analysis.
Pedagogy. Methods of Teaching.
Psychology.
Elocution.
Physical Culture.
Vocal Music. Rudiments.
Drawing.
Reading Circle.
Course Outlined for Indiana Teachers.
Commercial Department.
Book-Keeping.
Banking.
Commercial Arithmetic.
Commercial Law.
Shorthand.
Typewriting.
Penmanship.
Correspondence.

A special announcement of the Summer School containing further particulars is published annually. Copies of this announcement can be had by addressing the Secretary of the Elkhart Institute.

ESTABLISHED
1894.

Catalogue

of the

Elkhart Institute

GOSHEN COLLEGE
LIBRARY

Elkhart

Indiana

ANNOUNCEMENTS
FOR
1901-1902

CALENDAR FOR 1901-1902

Fall Term opens	September 3. 1901
Fall Term closes	November 8, 1901
First Winter Term opens	November 11, 1901
Thanksgiving Vacation	November 28 to December 2, 1901
Christmas Vacation	December 25, '01, to January 2, 1902
Short Bible Term opens	January 2, 1902
First Winter Term closes	January 24, 1902
Second Winter Term opens	January 27, 1902
Short Bible Term closes	January 29, 1902
Second Winter Term closes	April 4, 1902
Spring Term opens	April 7, 1902
Baccalaureate Sermon	June 8, 1902
Commencement Exercises	June 13, 1902
Spring Term closes	June 13, 1902
Normal Term opens	June 17, 1902
Normal Term closes	August 8, 1902

CORPORATION

OFFICERS

M. S. Wambold, *President*	Elkhart, Ind.
C. K. Hostetler, *Vice-Pres. and Business M'g'r*	Elkhart, Ind.
J. S. Hartzler, *Secretary*	Elkhart, Ind.
Lewis Kulp, *Treasurer*	Elkhart, Ind.

BOARD OF DIRECTORS

Term of office expires in 1901

N. S. Hoover	South West, Ind.
J. O. Martin	Elkhart, Ind.
C. P. Yoder	Goshen, Ind.

Term of office expires in 1902

C. K. Hostetler	Elkhart, Ind.
A. B. Kolb	Elkhart, Ind.
Lewis Kulp	Elkhart, Ind.

Term of office expires in 1903

J. S. Hartzler	Elkhart, Ind.
M. S. Wambold	Elkhart, Ind.
A. D. Wenger	Millersville, Pa.

SEVENTH ANNUAL

CATALOGUE

—OF—

THE ELKHART INSTITUTE

ELKHART, INDIANA.

ANNOUNCEMENTS FOR

1901-1902.

FACULTY.

NOAH E. BYERS, Chairman.

Graduate of Sterling, (Ill.) High School; B. S., Northwestern University; graduate work in Mathematics and Pedagogy, University of Chicago; taught two years in public schools of Whiteside Co., Ill.; Principal of Elkhart Institute three years.

EPHRAIM J. ZOOK, Librarian.

B. S., Ohio Normal University; Ph. B., Wooster University; taught five years in public schools of Wayne Co., Ohio; Principal of Canaan and Rittman schools, Wayne Co., Ohio, two years.

DANIEL S. GERIG.

Taree years at Smithville (O.) High School; two terms at Smithville Normal School; graduate of Wooster Academy; special work in German and Latin, Wooster University; taught three years in public schools of Wayne Co., Ohio; instructor at Elkhart Institute one year.

JONAS S. HARTZLER.

Attended Cook County Normal (Chicago) and Wooster University; taught ten years in public schools of Noble and LaGrange Counties, Ind.; ordained minister 1881; instructor at Elkhart Institute six years.

LINA ZOOK, Preceptress.

Graduate of Bible Course, Elkhart Institute; attended the Moody Bible Institute one year; spent two years in city mission work in Chicago; assistant instructor at Elkhart Institute one year.

WELLINGTON K. JACOBS.

Graduate of Commercial Course, Elkhart Institute; special work in Actual Business, Banking. and Penmanship, Eastman National Business College, Poughkeepsie, N. Y.; instructor at Elkhart Institute two years.

OLIVIA W. GOOD.

Graduate College of Northern Illinois; graduate of Latin-Scientific and Stenography Courses, Elkhart Institute: taught one year in public schools of Stephenson Co., Ill.; instructor at Elkhart Institute one year,

*DANIEL KAUFFMAN.

Pe. P., Mo. State University; taught school twelve years; ordained minister 1892; ordained bishop 1896; instructor Special Bible Course, Elkhart Institute, two years.

*AMOS D. WENGER.

Graduate of Warrensburg (Mo.) State Normal; one year in Bible Classical Course, Pennsylvania College; one term at Moody Institute; taught school two years; tour of the world, making a special study of Bible lands and mission fields; ordained minister 1894.

ADDIE V. BRUNK.

Graduate of Seminary Course, Elkhart Institute; special work at Cumnock's School of Oratory, Northwestern University, Evanston, Ill.; instructor at Elkhart Institute one year.

LEILA G. MUNSELL.

Several years of piano study; four years in the Oberlin Conservatory of Music, Oberlin, Ohio; one year of private instruction in piano; course in Voice Culture and Methods of Teaching at the Saratoga Academy of Music, Saratoga, N. Y.; instructor at Elkhart Institute one year.

ASSISTANT INSTRUCTORS.

SOLOMON F. GINGERICH.

Graduate of the Normal Course, Elkhart Institute; taught in the public schools of Iowa six years; assistant instructor at Elkhart Institute one year.

†ANNA BECK.

Graduate of the Kindergarten Training School of Valparaiso, Ind. Teacher of Kindergarten Department of the Elkhart Institute two years.

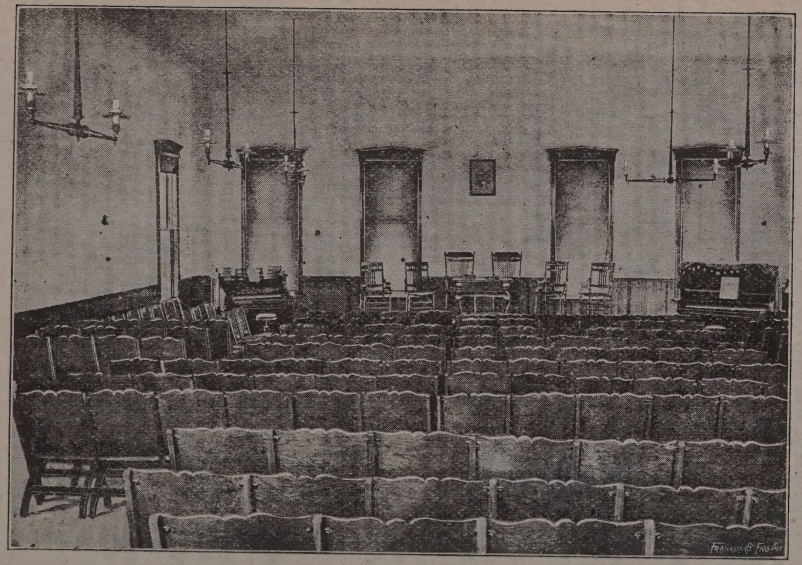
†GEORGE J. LAPP.

Graduate of the Juniata (Neb.) High School; Normal work in Pedagogy and Sciences: taught two years in public schools of Adams Co., Neb.; Principal of the Ayr, Neb., schools one year.

†FANNIE E. COFFMAN.

Graduate of the Elkhart (Ind.) High School; attended the Elkhart Institute one year; taught in the public schools in Woodford Co., Illinois, one year.

*Special Bible Course. †Summer School.



CHAPEL HALL—ELKHART INSTITUTE.

The Elkhart Institute.

THE mission of the Elkhart Institute is to furnish the best possible opportunities to young men and women to prepare themselves for the various duties of life. The Faculty will do their utmost to better qualify men and women for every vocation in life. It is their aim to train students in the exercise of clear, independent thought; to cultivate in each his own individuality; by original investigation to lead to the acquirement of knowledge which gives power. More than this, it is the aim to lead the young mind in attaining to wisdom, without which knowledge fails to be a blessing. The highest object is, by precept and example, to bring the young people under the influence of the "wisdom that is from above."

ADMINISTRATION.

The management of the Elkhart Institute is under the control of a Board of nine Directors. The members of this Board are elected by the stockholders at the annual meeting. The property of the Elkhart Institute is in the hands of this Board, which assumes a general supervision over all the affairs of the institution. The stock of the Elkhart Institute Association is issued in shares of twenty-five dollars each, is non-assessable, and entitles each share-holder to cast one vote at the annual meeting. Absent stockholders may vote by written proxy. By this plan the control of the school is in the hands of those who contribute to its support. The stock of the school is owned by members of the Mennonite denomination, who are interested in the education of their young people. This does not exclude others who may wish to attend he Elkhart Institute, but on the other hand a hearty invitation is extended to all who desire a liberal education under Christian influences.

RELIGIOUS INFLUENCE.

The lack of moral and religious influence in many schools is, in a large measure, what has called the Elkhart Institue into existence. It is the belief of its managers that intellectual training, apart from morality and religion, only renders the possessor more harmful to the community, and that the influence of Christianity upon education is a wholesome one in the building of character. One of the most prominent features of the school is the effort to impress on its students the claim and benefits of a Christian education. The daily and weekly devotional exercises will combine, in some measure, for all the students, practical Christian teaching with intellectual training. The Bible Department will afford special advantages in this line to the students who take this course of study. For the benefit of those who take courses outside of the Bible Department, a class in the study of the Gospels, one in the study of the Acts of the Apostles, one in the study of Old Testament characters, and one in the study of Missions, will be organized, which meet once each week. The religious influences and the spirit of devotion which have been so manifest in recent years, are due largely to the prayers, sacrifices and example of our dear departed brother and former president, John S. Coffman, whose life has been an inspiration to all who came in contact with him. He has left as a heritage to the Elkhart Institute, not perishable gold or silver, but the unfading treasure of a saintly influence which lingers in the minds and hearts of students and teachers, and makes the school atmosphere conducive to spiritual growth and advancement.

LOCATION.

Elkhart, with a population of seventeen thousand inhabitants, is situated at the junction of the St. Joseph and Elkhart rivers, one hundred miles east of Chicago, and is one of the leading commercial and manufacturing centers of Northern Indiana. It is easily reached from all points, being located on the Lake Shore & Michigan Southern, and Big Four railroads, and is surrounded by as beautiful and fertile a section of country as can be found anywhere in the West. The natural drainage is excellent, and the health of

the city compares favorably with the best in the State. It has the modern improvements of large cities—excellent cement sidewalks, water-works, electric lights, street cars and an interurban line connecting a number of neighboring cities. All the leading churches are represented. Three weekly and two daily newspapers are sustained. A fine public library is assured and a building costing $30,000, the gift of Andrew Carnegie, will add materially to the city's attractions. The Elkhart Lecture Association has for a number of years offered to the public some of the best lectures to be had in this country at very low rates.

The Elkhart Institute is situated on Prairie street, in the southern part of the city, in a desirable neighborhood, ten minutes' walk from the Lake Shore & Michigan Southern Railway depot, among pleasant homes of Christian people. The building is substantially constructed, well lighted and heated, supplied with water and gas, and conveniently arranged.

ADMISSION.

Any person of good moral character will be admitted, and can find work suited to his needs. Those desiring to complete one of the outlined courses should be present on the first day of the school year. Students desiring special work may enter at any time, but will find it to their advantage to begin on the first day of the term. All will be required to pass an examination in orthography or take the work in class. For information with regard to entrance requirements for the different courses, see introduction to various departments.

Academic Department.

NOAH E. BYERS, Principal.....*Sciences and Mathematics*
EPHRAIM J. ZOOK.....*Literature and History*
DANIEL S. GERIG.....*Languages*
WELLINGTON K. JACOBS.....*Penmanship and Drawing*
OLIVIA W. GOOD.....*Rhetoric and Grammar*
SOLOMON F. GINGERICH.....*Arithmetic*

LATIN—SCIENTIFIC COURSE.

This course extends through four years, and provides thorough instruction in the Ancient and Modern Languages, Literature, History, Mathematics and the Natural Sciences.

The course as outlined is especially designed for those who contemplate the completion of a regular college course, and covers the work usually given in the preparatory department and the Freshman year of the best Colleges.

Our students are admitted without examination to any of the following institutions:

Northwestern University; Wooster University;
Indiana University; Purdue University;
Oberlin College.

With the wide range of electives that are offered for the Senior year, this course provides a good general academic education, such as is needed as a preparation for any profession or occupation.

Common school graduates and persons holding teachers' certificates will be admitted without examinations. Others are required to pass an examination in Orthography, Reading, Arithmetic, Geography, Grammar and Penmanship.

Special classes will be organized for the benefit of those who cannot pass these examinations.

Students should have some knowledge of elementary Physiology and U. S. History in order to do thorough work in the more advanced courses given in these subjects.

The best results will be obtained from this course by regular attendance for four successive years, and only students of mature age and exceptional mental and physical vigor should plan to finish the work in less than the prescribed time.

SCHEDULE OF STUDIES.

The number of recitations per week is designated by the figures at the right.

FIRST YEAR.

FIRST TERM.

LATIN—Collar and Daniell.....(5)
ALGEBRA—Integral Expressions, Simple Equations...(5)
PHYSICAL GEOGRAPHY—Structure and Divisions of the Earth's Surface.....(3)
ENGLISH HISTORY—From 54 B. C. to 1558 A. D.....(3)
RHETORIC—Punctuation and Diction.....(2)
DRAWING.....(2)

SECOND TERM.

LATIN—Collar and Daniell.....(5)
ALGEBRA—Factoring and Fractions.....(5)
PHYSICAL GEOGRAPHY—Phenomena on the Earth's Surface.....(3)
ENGLISH HISTORY—From 1558 to the present time....(3)
RHETORIC—Sentence and Paragraph.....(2)
DRAWING.....(2)

THIRD TERM.

LATIN—Collar and Daniell.....(5)
ALGEBRA—Fractional and Simultaneous Equations...(5)
BOTANY—Plant Morphology and Physiology.....(3)
U. S. HISTORY—Early History to 1789.....(5)
RHETORIC—Composition.....(2)

FOURTH TERM.

LATIN—Viri Romae (8 lives).....(5)
ALGEBRA—Involution, Evolution, Radicals, Quadratics.....(5)
BOTANY—Plant Analysis.....(3)
U. S. HISTORY—1789 to the present time.....(5)
RHETORIC—Rhetorical Analysis.....(2)

SECOND YEAR.

FIRST TERM.

LATIN——Cæsar; Composition.....(5)
GEOMETRY—The Straight Line and Circle.....(5)
ZOOLOGY—Invertebrates.....(5)
AMERICAN LITERATURE—Early Writers.....(5)

SECOND TERM.

Latin—Cæsar; Composition.....(5)
Geometry—Proportional Lines, Similar Polygons....(5)
Zoology—Vertebrates.....(5)
American Literature—Writers since 1850.....(5)

THIRD TERM.

Latin—Cæsar; Composition.....(5)
Geometry—Polygons and Circles, Lines and Planes in Space, Polyhedrons.....(5)
Physiology.....(5)
English Literature—449 to 1700.....(5)

FOURTH TERM.

Latin—Cæsar; Derivation.....(5)
Geometry—Cylinders, Cones, Sphere, Conic Sections.(5)
Civil Government.....(5)
English Literature—1700 to the Present.....(5)

THIRD YEAR.

FIRST TERM.

Latin—Cicero.....(5)
Greek—White's First Book; Goodwin's Grammar...(5)
Physics—Balanced forces and Fluid pressure.....(4)
General History—Egyptian and Grecian.....(4)
English—Pope and Dryden.....(2)

SECOND TERM.

Latin—Composition.....(5)
Greek—Grammar; White's First Book.....(5)
Physics—Heat, Matter and Motion.....(4)
General History—Roman.....(4)
English—Epic Poetry.....(2)

THIRD TERM.

Latin—Cicero .....(5)
Greek—Grammar; White's First Book.....(5)
Physics—Magnetism and Electricity .....(4)
General History—Mediæval.....(4)
English—Drama—Shakespeare.....(2)

FOURTH TERM.

Latin—Cicero.....(5)
Greek—The Anabasis: Composition.....(5)
Physics—Sound and Light.....(4)
General History—Modern.....(4)
English—Drama—Shakespeare .....(2)

FOURTH YEAR.

FIRST TERM.

LATIN—Virgil; Versification.....(5)
GREEK—The Anabasis: Composition.....(5)
HIGHER ALGEBRA—Review.....(5)
CHEMISTRY—Common Elements and Chemical Combinations.....(3)
ENGLISH—English and American Essayists.....(2)

SECOND TERM.

LATIN—Virgil; Versification.....(5)
GREEK—The Anabasis.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Acid Forming Elements.....(3)
ENGLISH—English and American Essayists.....(2)

THIRD TERM.

LATIN—Virgil; Derivation.....(5)
GREEK—The Anabasis and Iliad.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Base Forming Elements.....(3)
ENGLISH—Fiction.....(2)

FOURTH TERM.

LATIN—Ovid.....(5)
GREEK—The Iliad; Prosody.....(5)
PLANE TRIGONOMETRY.....(5)
CHEMISTRY—Organic Chemistry and Qualitative Analysis.....(3)
ENGLISH—Elements of Literary Criticism.....(2)

NORMAL COURSE.

The object of this course is to offer thorough training to those desiring to fit themselves for teaching in the public schools.

The course will include a thorough review in the common branches, work in English and American Literature, Rhetoric, Civil Government, Algebra, Physical Geography, Zoology, Psychology, Pedagogy, Penmanship and Drawing.

The courses prescribed by the Indiana Teacher's Reading Circle are made elective. Botany is given as an option with English Literature, in the third and fourth terms of the second year.

Realizing that the successful teacher needs to know not only *what* to teach, but also *how* to teach, methods of presentation are constantly discussed in the classes. All the wor

of the course is given with the view of preparing those who take it to teach it to others.

Those passing the examinations in any of the branches of this course will receive credits which will stand in their favor if they should decide to take the Latin-Scientific course later.

FIRST YEAR.

FIRST TERM.

ARITHMETIC—Fractions and Denominate Numbers...(3)
GRAMMAR—Sentence.....(5)
ENGLISH HISTORY—54 B. C. to 1558 A. D.....(3)
RHETORIC—Punctuation and Diction.....(2)
PENMANSHIP.....(5)
DRAWING.....(2)

SECOND TERM.

ARITHMETIC—Literal Quantities, Proportion .....(3)
GRAMMAR—Parts of Speech.....(5)
ENGLISH HISTORY—1558-1900.....(3)
RHETORIC—Sentence and Paragraph.....(2)
PENMANSHIP.....(5)
DRAWING.....(2)

THIRD TERM.

ARITHMETIC—Percentage.....(3)
U. S. HISTORY—1492-1789.....(5)
GRAMMAR—Inflection and Syntax.....(5)
RHETORIC—Composition.....(2)
DESCRIPTIVE GEOGRAPHY.....(5)

FOURTH TERM.

ARITHMETIC—Involution, Evolution, Mensuration....(3)
U. S. HISTORY—1789-1900.....(5)
WORD ANALYSIS.....(5)
RHETORIC—Rhetorical Analysis.....(2)
COMMERCIAL GEOGRAPHY.....(5)

SECOND YEAR.

FIRST TERM.

ALGEBRA—Integral Expressions, Simple Equations...(5)
PHYSICAL GEOGRAPHY—Structure and Divisions of the Earth's Surface.....(3)
AMERICAN LITERATURE—Early Writers.....(5)
ZOOLOGY—Invertebrates.....(5)
PSYCHOLOGY—Presentation, Representation.....(3)

SECOND TERM.

ALGEBRA—Factoring, Fractions.....(5)
PHYSICAL GEOGRAPHY—Phenomena of the Earth's Surface.....(3)
AMERICAN LITERATURE—Writers since 1850.....(5)
ZOOLOGY—Vertebrates.....(5)
PSYCHOLOGY—Thought, Emotion, Will.....(3)

THIRD TERM.

ALGEBRA—Fractional and Simultaneous Equations...(5)
PHYSIOLOGY.....(5)
ENGLISH LITERATURE—449–1700.....(5)
PEDAGOGY—General Principles.....(5)

FOURTH TERM.

ALGEBRA—Involution, Evolution, Radicals, Quadratics.....(5)
CIVIL GOVERNMENT.....(5)
ENGLISH LITERATURE—1700 to the Present.....(5)
PEDAGOGY—Methods of Teaching.....(5)

SUBJECTS.

ENGLISH.

Our work in English extends through the entire Latin-Scientific course. Two recitations per week during the first year are given to class-work in Rhetoric. This subject is carefully studied from a technical standpoint. At the same time the student is required to write compositions and essays, in order to teach him to apply his knowledge.

The History of American and English Literature and some of the Masterpieces are studied in the second year.

During the last two years, two hours per week are devoted to the study of Masterpieces from representative authors. Many of the selections studied are those recommended for college requirements in the report of the Committee of Ten.

Each student is required to read some book during each term, and write a critique or a review on the work read.

LANGUAGES.

The course in Latin extends over four years, and includes Grammar, Composition, Versification and Derivation. Works read are Collar and Daniell's Lessons, Viri Romæ, Cæsar (five books), Cicero (6 orations), Virgil's Æneid (four books), and selections from Ovid.

Greek consists of a two years' course, and includes the elements of the language, four books of Xenophon's Anabasis, Homer's Iliad (three books), and selections from the New Testament.

German is offered as an option with the Greek, during the third and fourth years, and consists of the study of Grammar, Composition and German Literature. German conversation is introduced in a practical way.

HISTORY.

The course in History includes General, English and United States History. Some map work is insisted upon. Not only facts are studied, but the great movements which had a moulding influence on civilization are traced to their causes and followed to their results.

General History includes Roman, Grecian, Mediæval and Modern History. Two terms are given to United States History and two terms to the History of England.

MATHEMATICS.

The course in Mathematics covers four years' work, and includes Higher Arithmetic, Elementary Algebra, Plane and Solid Geometry, Higher Algebra and Plane Trigonometry. The aim of the course is two-fold: to cultivate 1st, the power of deductive reasoning, and 2nd, practical skill in the application of mathematical principles. To attain these ends the student is required to give precise and complete explanations of all the principles and problems, and logical, clear cut demonstrations of all propositions, and to do much practical work in original exercises.

NATURAL SCIENCES.

This work as outlined for the Latin-Scientific course provides for a continuous study for four years. Physical Geography serves as a good introduction to the other sciences, and is followed by the biological courses in logical order.

The course in Botany includes a thorough study of the essentials of plant structure and function. Specimens and microscopic slides are used in recitation, and the greater part of the spring term is given to practical work with the scalpel and microscope, and to plant analysis.

In the study of Zoology it is intended to give the student a general knowledge of the animal kingdom by a careful study in the laboratory and field of type forms. The

simpler organisms are studied at first, and the course is concluded with a careful study of Mammals.

With this preparatory science work the student is able to take an advanced course in Human Physiology. The didactic and laboratory methods are combined in such a way as to give the pupil a comprehensive and scientific knowledge of the structure of the human body and the laws of health.

In order that the student may have the prerequisite mathematical training, the study of Physics is postponed until the third year. The text book work is supplimented by lecture room experiments and individual laboratory work.

During the fourth year Chemistry is taken up, and the essentials of general Chemistry are presented. The student is required to perform a large number of carefully selected experiments illustrative of the principles studied.

All the laboratory and recitation work is conducted so as to train the student to do, to observe, to conclude and to express, thus making the science work a means of broad culture.

PSYCHOLOGY AND PEDAGOGY.

The work in these subjects constitutes one continuous course of forty weeks, and is required of all Normal and Bible students, and may be elected by the Latin-Scientific Seniors.

Psychology is treated as one of the natural sciences, and the work of the text-book is supplemented by inference based on observation and experiments. The object of the course is to acquaint the student with the elementary laws of the mental life and to show him the best methods of psychic culture.

The first term's work in pedagogy is devoted to General Principles, and the second to Methods of Teaching. The aim of the course is rather to quicken thought and aid the student in forming just opinions on theories and methods than to prescribe any special devices.

ELECTIVES.

German may be substituted for the two years' work in Greek. Psychology, Pedagogy, Political Economy or Bible work may be substituted for a like number of hours in the Senior year of the Latin-Scientific course.

Bible Department.

JONAS S. HARTZLER, Principal.....*Church History, Bible*
NOAH E. BYERS.....*Psychology and Pedagogics*
EPHRAIM J. ZOOK.....*History, English*
LINA ZOOK.....*S. S. Normal Work, Bible*
DANIEL KAUFFMAN.....*Church Doctrine, Epistles*
AMOS D. WENGER.....*Missions, Bible Lands*

The Church, the Sunday School, the Young People's Meetings and the Mission Fields are calling for young men and women who are thoroughly consecrated to the Lord's work and who have made a systematic study of the Bible. To meet this demand, a Two Years' Course has been outlined in which there are at least two Bible subjects in each term. In this course we aim at a careful study of the Bible as to its spiritual import, its history, geography, and the circumstances under which it was written. For the benefit of those who are taking studies in other Departments of the school, a class in the study of the Gospels, one in the Acts and Epistles, one in Old Testament Characters and one in Missions have been organized, thus giving every one the opportunity of taking some Bible work.

During the time of the Short Course, the classes in Prophecy and Old Testament History will be postponed, and students desiring to finish the course will be required to take a corresponding amount of work in the Short Course. Diplomas will be given to those who finish the prescribed course. Proper grades from other reputable schools will be considered.

SCHEDULE OF STUDIES.

FIRST YEAR.

FIRST TERM.

OLD TESTAMENT HISTORY—To the period of the Judges, (4)
GOSPELS—To the Parables by the Sea.....(5)
GENERAL HISTORY—Egyptian and Grecian.....(4)
ENGLISH GRAMMAR—Sentences and their Elements...(5)
RHETORIC—Punctuation and Diction.....(2)

SECOND TERM.

OLD TESTAMENT HISTORY—To close of the Canon....(4)
GOSPELS—To Passion Week.....(5)
GENERAL HISTORY—Roman.....(4)
ENGLISH GRAMMAR—Parts of Speech.....(5)
RHETORIC—Sentence and Paragraph.....(2)

THIRD TERM.

NEW TESTAMENT HISTORY—To death of John the Baptist.....(5)
GOSPELS—To the Ascension.....(4)
GENERAL HISTORY—Mediæval.....(4)
ENGLISH GRAMMAR—Parts of Speech; Syntax.....(5)
RHETORIC—Composition.....(2)

FOURTH TERM.

NEW TESTAMENT HISTORY—To Destruction of Jerusalem.....(5)
MOSAIC LAW.....(4)
GENERAL HISTORY—Modern.....(4)
WORD ANALYSIS.....(5)
RHETORIC—Rhetorical Analysis.....(2)

SECOND YEAR.

FIRST TERM.

NORMAL LESSONS—Bible.....(4)
ACTS OF THE APOSTLES.....(4)
HISTORY OF ANCIENT RELIGIONS.....(4)
AMERICAN LITERATURE—Early Writers.....(5)
PSYCHOLOGY—Presentation and Representation.....(3)

SECOND TERM.

PROPHECY—Isaiah, Hosea, Jonah.....(4)
HISTORY OF THE REFORMATION—To Religious Wars in France.....(5)
EPISTLES—James, 1 Thessalonians, 1 Corinthians, Galatians, Philemon, 1 Peter, Hebrews.....(4)
AMERICAN LITERATURE—Writers since 1850.....(5)
PSYCHOLOGY—Thought; Emotion; Will.....(3)

THIRD TERM.

PROPHECY—Jeremiah, Joel, Obadiah, Micah, Amos...(5)
EPISTLES — Romans, Ephesians, Timothy, Titus, 1 John.....(5)
ENGLISH LITERATURE—449 to 1700.
PEDAGOGY—Philosophy of Teaching.....(5)

FOURTH TERM.

PROPHECY—Daniel, Ezekiel.....(3)
HISTORY OF THE REFORMATION—To the death of Oliver Cromwell.....(4)
POETICAL BOOKS—Job, Psalms, Proverbs.....(2)
ENGLISH LITERATURE.....(5)
PEDAGOGY—School Management.....(5)

BIBLE.

Under this head the Mosaic Law, Poetical Books, Prophecy, Four Gospels, Epistles, and Normal Lessons are considered. The aim in the study of the Mosaic Law is to get a thorough knowledge of the Law, the manner in which it was observed, and its effect upon the people. The work is discussed by topics. No text book is used except the Bible, but each student should have a concordance and Bible dictionary for reference. A good commentary is also desirable.

Prophecy is studied in relation to its fulfillment, and to the times in which it was written. The similarity in the writings of contemporary prophets is also brought out.

The study of the life of Christ is taken up in a chronological order as found in the four Gospels. The motive and style of the writers are studied from their productions. Special attention is given to the teachings of the Savior, and their application to life.

The Epistles are the medium through which the writers and the condition of the churches can be studied. Their application to the church of today as well as to the individual occupies the greater part of the time devoted to this study.

Normal Lessons at the beginning of the second year are intended to serve a double purpose; as a sort of review of the first year's work, and as a connective, bringing the various Bible subjects together in their proper relation.

HISTORY.

Old and New Testament History is given in this Department in order that the students may get a knowledge of the chronological order of events. The deeper truths of the Bible are studied directly from the Sacred Volume itself.

In the study of the Reformation, Protestantism is traced from the birth of Martin Luther to the death of Oliver Cromwell. It shows the condition of the church in the different countries and gives the student an idea of the great persecution and the cost of establishing a religion of "Justification by Faith."

For General History, see page 14.

LANGUAGE AND LITERATURE.

The need of a thorough knowledge of the derivation of words, the meaning of the various roots, prefixes and suffixes, as well as the proper use of words in a sentence, ability to punctuate and paragraph is evident to every Bible student. Word Analysis, Grammar and Rhetoric are placed in the course to supply this need.

For further information on the Study of Languages and Literature, see page 13.

SPECIAL BIBLE TERM.

Those who can not find time for a full course in Bible Study, yet desire to devote a few weeks to this work, will find this Course suited to their wants. Aside from the studies in the Regular Course there will be classes in Church History, Church Doctrine, Sunday School Normal Work, Missions, and Bible Lands. Students will be permitted to enter as many of these classes as they are able to take and do the work successfully. Tuition for this course, $4.00. Free to ministers of the gospel. For board and rooms, see under the head of Expenses.

ELECTIVES.

Every person intending to do Foreign Mission work should take at least one of the outlined courses in Latin, Greek, or German. Arrangements for this can be made with the Principal at the beginning of the school year. Theology may be substituted for History of the Reformation if so desired.

Correspondence Department.

This Department, although less than two years old, has had a remarkable growth. During the first year there were twenty-seven students taking work in the various courses. Last year there were seventy-six.

Courses are offered in General History, Psychology, American Literature, Life of Christ, Acts and Epistles, Commercial Law, Shorthand and Bookkeeping. Successful work has been done by students who have a desire to learn and are willing to devote the necessary time to it.

General History. Psychology, American Literature, Life of Christ, and Acts and Epistles are six months' courses. Tuition for either of these is $6.00, or $3.00 for half of the course. Commercial Law is a three months' course, tuition, $3.00. Shorthand and Bookkeeping are six months' courses, tuition, $10.00. Text books for the above will be sent post-paid as follows:

General History	$1.50
Life of Christ	1.25
Acts and Epistles	1.25
American Literature	1.35
Psychology	1.25
Shorthand	1.25
Bookkeeping, including all blanks, books, etc., for six months	6.00

METHODS OF INSTRUCTION.

The student is assigned certain portions to be studied, with such directions and questions as will enable him to get a thorough understanding of the work. At the end of the week a full report of the study, with answers to all the questions, and other written matter that may be required, is sent to the instructor to be criticised and returned with lessons and directions for the future.

Elocution and Music Department.

LEILA G. MUNSELL ..... *Voice, Piano*
ADDIE V. BRUNK ..... *Elocution, Physical Culture*
WELLINGTON K. JACOBS ..... *Chorus, Oratorio*
EPHRAIM J. ZOOK ..... *English, History*
DANIEL S. GERIG ..... *German*

SEMINARY COURSE.

This course is offered for women who desire to complete definitely outlined work along literary lines in connection with the special study of music or elocution. It is especially strong in the subjects of literature and history, and its purpose is to give such liberal culture as will fit young women for the varied duties of home and public life.

SCHEDULE OF STUDIES.

FIRST YEAR.

FIRST TERM.

GERMAN—Grammar ..... (5)
ENGLISH GRAMMAR—Sentence ..... (5)
ENGLISH HISTORY—54 B. C. to 1558 A. D ..... (3)
RHETORIC—Punctuation and Diction ..... (2)
MUSIC—Rudiments ..... (3)
DRAWING ..... (2)

SECOND TERM.

GERMAN—Grammar ..... (5)
ENGLISH GRAMMAR—Parts of Speech ..... (5)
ENGLISH HISTORY—1558–1900 ..... (3)
RHETORIC—Sentence and Paragraph ..... (2)
MUSIC—Sight Reading ..... (3)
DRAWING ..... (2)

THIRD TERM.

GERMAN—Reader ..... (5)
ENGLISH GRAMMAR—Inflection and Syntax ..... (5)
UNITED STATES HISTORY—1492–1789 ..... (5)
RHETORIC—Composition ..... (2)
ELOCUTION ..... (2)
PENMANSHIP ..... (5)

FOURTH TERM.

German—Easy Prose; Composition.....(5)
Word Analysis.....(5)
United States History—1789–1900.....(5)
Rhetoric—Rhetorical Analysis.....(2)
Elocution.....(2)
Penmanship.....(5)

SECOND YEAR.

FIRST TERM.

German—Die Journalisten; Composition.....(5)
American Literature—Early Writers.....(5)
Psychology—Presentation and Representation.....(3)
Harmony.....(2)
Private Lessons in Music or Elocution.....

SECOND TERM.

German—Wilhelm Tell; Composition.....(5)
American Literature—Writers since 1850.....(5)
Psychology—Thought, Emotion, Will.....(3)
Harmony.....(2)
Private Lessons.....

THIRD TERM.

German—New Testament.....(5)
English Literature—449–1700.....(5)
Masterpieces.....(2)
Botany—Plant Morphology and Physiology.....(3)
Private Lessons.....

FOURTH TERM.

German—Hermann and Dorothea.....(5)
English Literature—1700 to the Present.....(5)
Masterpieces.....(2)
Botany—Plant Analysis.....(3)
Private Lessons.....

MUSIC.

It is the chief aim of this department to instruct pupils in the fundamental principles of vocal and instrumental music, to inspire them with love for the highest of all arts, and to encourage them to apply themselves with persevering efforts to reach the highest possible attainments.

For a good musical education a knowledge of fundamental principles is the very first requisite. The course of study has been arranged with this end in view.

Following is a complete outline of the regular course:

Private lessons in Piano.
" " " Organ (cabinet).
" " " Voice.
Class lessons in Theory.
" " " Rudiments of vocal music.

PIANO AND ORGAN.

I. Gymnastic exercises first give the required control, use and freedom of the fingers, hands and arms.

II. A thorough drill in scales and arpeggios develops the clear, even touch so much to be desired.

III. Technical studies from Kœhler, Lœschhorn, Duveroy and Czerny are chosen with reference to the student's ability.

IV. Etudes, analysis, and interpretation of the works of the best composers are studied to develop the pupil's own musical feeling.

VOICE.

I. The first requisites for singing are freedom of throat and other vocal organs, and breath control. These are obtained by special exercises.

II. Practice of simple vowel sounds places the tones correctly and prepares for pronunciation.

III. Technical exercises and songs follow as soon as the student is competent.

In private lessons, ear training and sight singing are emphasized more than in class work.

THEORY.

This course includes: I. Two terms of Harmony, consisting of a thorough knowledge of the major and minor scales, intervals, chords, and practice in part writing and transposition. II. Two terms in Ear Training, which include the tonality of the scale firmly established, and the ear trained to analyze melodies; also drills in time.

RUDIMENTS OF VOCAL MUSIC.

This class is for all students who desire to learn to sing. Ear training, sight reading, drills in musical notation, and part singing form the work.

CHORUS.

A chorus is formed of those who have satisfactorily passed an examination in the Rudiments of Vocal Music and

are prepared to do part singing in Cantatas and Oratorios, such as Handel's "Messiah" and Mendelssohn's "Elijah."

ENSEMBLE.

Duetts, trios and quartettes are formed in both vocal and instrumental music, so that the student may develop independence of thought and action.

The Institute Literary Society varies its weekly programmes with musical numbers which are furnished by the pupils of this department, thus giving them the opportunity to acquire ease and self-control when before an audience. Pupils' recitals will be given occasionally during the year.

ELOCUTION.

Elocution does not consist in simply learning to recite a few poems correctly, but in carefully studying literature in order to understand what the author understood, to feel what he felt, to be able to know human nature in its different moods, and to cultivate the God-given faculty of speech.

Since the human voice can be employed to awaken and minister to the sense of the beautiful, then surely it should be cultivated. Since training in elocution helps to make of us good readers and speakers, it is worthy of our study.

In class work special attention is given to proper breathing, correct and refined pronunciation of English words, and distinctness in utterance. Throat difficulties caused by misuse of vocal organs are overcome, a pure, strong, musical voice is developed, and by physical training awkwardness in gesture is corrected.

The first reading work is colloquial, or common reading. Oratorical, grand, sublime, and reverential selections, or any style that the individual need of the student may require, are used in practice. The class work is a decided advantage to those planning to take the year of private work in the Seminary Course.

PRIVATE LESSONS IN ELOCUTION.

This outline covers the year's work required in the Seminary Course.

First Term.—General foundation work; management and regulation of the breath; voice training; physical culture; narration and descriptive reading.

SECOND TERM. — Vocal Culture:—Distinctness, purity, naturalness. Reading:—Selections involving sentiments of serenity, beauty, love, etc. Physical culture:—Gesturing.

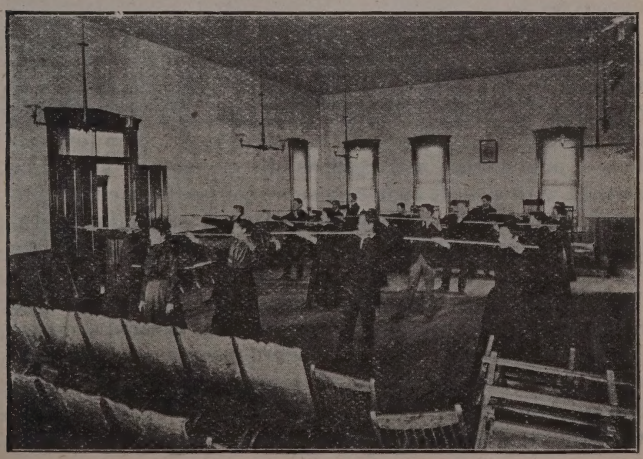
THIRD AND FOURTH TERMS. — Vocal culture:—Energy, variety in force, emphasis, inflection, cadence. Physical culture; gesturing.

PHYSICAL CULTURE.

This work is not confined exclusively to any particular method or system. The exercises are such as aim to give the body a symmetrical development and make it healthy and graceful. Experience has taught us all that students who study hard all day need this exercise as a rest for the mind.

The general work includes relaxing, walking and breathing exercises; Indian club, dumb bell, wand and pole drills. With careful and persistent practice, such defects as stooping shoulders, incorrect poise of head, and acquired faults in the carriage of the body may be overcome. The results expected from this work are a development of weak muscles, freedom from awkwardness, a graceful bearing and ease and precision in the movements of the body.

Physical culture is given free of charge to those taking private lessons in Elocution.



PHYSICAL CULTURE—WAND DRILL.

Commercial Department.

WELLINGTON K. JACOBS, Principal... *Penmanship, Bookkeeping, Banking*
OLIVIA W. GOOD..... *Shorthand and Typewriting*
NOAH E. BYERS..... *Economics*
EPHRAIM J. ZOOK..... *Civics. Rhetoric, Literature*
JONAS S. HARTZLER..... *Com. Geography, Com. Law*
SOLOMON F. GINGERICH..... *Com. Arithmetic*

COMMERCIAL COURSE.

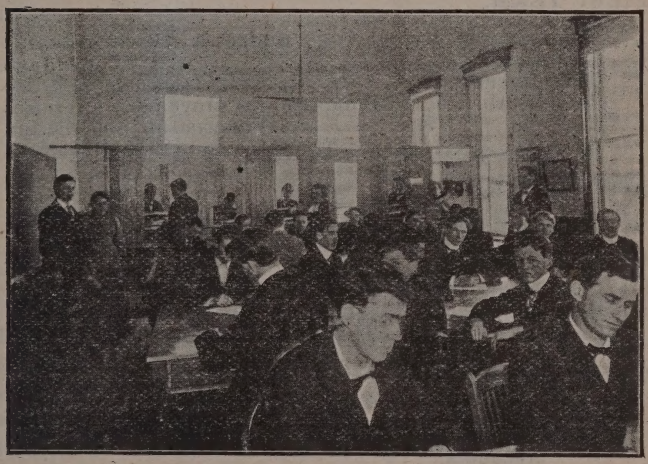
The leading business teachers of the world are showing their faith in a liberal education by lengthening the course of study. We believe, in common with them, that a business manager or assistant will be more proficient if his course of study includes a few things besides Bookkeeping, Penmanship, Arithmetic and Commercial Law. For this reason we have adopted a two years' course, as outlined on the following pages.

In addition to a more varied and thorough course in the regular commercial branches, we have added courses of study, which, we know from actual experience, most students need to become more intelligent, more useful, and more practical business men, as well as to fit them for positions of public trust and responsibility. No one should be satisfied with a short course; a short course bookkeeper generally lives on "short pay." High School graduates or students who have College credits, can complete this course in less than the specified time.

The number of hours in the English branches is shown in the schedules of the Latin-Scientific and Normal Courses.

We now have the best equipped department in this part of the State, and are thoroughly prepared to give a high grade of commercial training and to teach our students to "do business as business is done."

When a student has completed the outlined course in bookkeeping he enters the Merchants' Exchange, where he will do business with his fellow students as well as with the different offices and the Merchants' Bank. Prices based upon the daily market quotations are posted every morning as a guide in buying and selling, but each student uses his own judgment with regard to the amount of sales. Each transaction must be properly recorded in his books, from which he is required to make out a daily trial balance and is also required to make a balance sheet and properly close his ledger at regular periods of his work. No student wishes



BUSINESS PRACTICE DEPARTMENT.

his books to show that he is conducting a losing business, and, as each one relies on himself, strong business characteristics are sure to be developed. As soon as competent he takes charge in turn of the Freight office, Commission house, Wholesale and Jobbing house, and lastly the Merchants' Bank. Each of these offices is equipped with specially ruled books in which every transaction is properly recorded. Promotion is not granted to any who are not neat and accurate in their work. The great consideration

is to secure absolute accuracy, develop habits of neatness, promptness and dispatch in every detail, along with self-reliance and "an eye to business."

A course of commercial training such as we offer, will give excellent mental discipline, and will be of great value as a preparation for life's duties, even to those who never want to become bookkeepers, or enter active business life.

SCHEDULE OF STUDIES.

FIRST YEAR.

FIRST TERM.

BOOKKEEPING.....Budget A, Business Forms
ARITHMETIC.....Percentage
ORTHOGRAPHY.....Words in Common Use
PENMANSHIP.....Fundamental Movement Exercises
RHETORIC.....Punctuation and Diction
DRAWING.....The Cube and its Modifications

SECOND TERM.

BOOKKEEPING.....Budget B, Part I
ARITHMETIC.....Interest and Discount
ORTHOGRAPHY.....Business Spelling
PENMANSHIP.....Neat, rapid, legible writing
RHETORIC.....Sentence and Paragraph
DRAWING.....The Cylinder and its Modifications

THIRD TERM.

BOOKKEEPING.....Budget B, Part II
ARITHMETIC — Partnership Settlements; Equation of Accounts.
ORTHOGRAPHY—Proper Names, Terms and Abbreviations.
BUSINESS CORRESPONDENCE.....Rapid Letter Writing
COMMERCIAL LAW.
RHETORIC.....Composition

FOURTH TERM.

BOOKKEEPING.....Two More Partners Admitted
COMMERCIAL GEOGRAPHY.
BUSINESS CORRESPONDENCE—Business Letters, Notices, Advertisements.
RHETORIC.....Rhetorical Analysis
MENTAL ARITHMETIC.....Rapid Mental Calculation
CIVIL GOVERNMENT.

SECOND YEAR.

FIRST TERM.

BOOKKEEPING.....Junior Practical
ECONOMICS.
SHORTHAND AND TYPEWRITING.
AMERICAN LITERATURE.....Early Writers

SECOND TERM.

BOOKKEEPING.....Senior Practical
ECONOMICS.
AMERICAN LITERATURE.....Writers since 1850
SHORTHAND AND TYPEWRITING.

THIRD TERM.

BOOKKEEPING.....Banking
SHORTHAND AND TYPEWRITING.

FOURTH TERM.

BOOKKEEPING—Stock Company's Manufacturing Set.
SHORTHAND—Office Work; Actual Business; Reporting Speeches and Lectures.
TYPEWRITING—Transcribing Above Work Correctly and Rapidly.

SIX MONTHS' COURSE.

This includes instruction in the following subjects: Bookkeeping, Arithmetic, Commercial Law, Penmanship and Spelling. This was formerly our regular course, and is an excellent one for those who can not attend more than about six months. Students who have taken this course may receive credit for it on our two years' course.

Students who finish their Budget work creditably will be admitted into the Junior Practical Department. The management of the offices is not included unless special arrangements are made.

SHORTHAND AND TYPEWRITING.

ONE YEAR'S COURSE.

We aim to train students for actual business. No one should be satisfied with a hurried "short course." Business men are tired of slow shorthand writers, and of those who make exasperating mistakes in composition and spelling, but they are willing to pay good salaries for the services of

those who are well trained. Our regular course as outlined below will give just the training that is wanted, the kind that will command a good salary.

FIRST TERM.

SHORTHAND — Underlying principles; simple dictation exercises.
TYPEWRITING—Knowledge and care of machine; fingering exercises.
ORTHOGRAPHY.....Definitions and Spelling
PENMANSHIP.....Fundamental Movement Exercises
RHETORIC... Correct English; construction of sentences
AMERICAN LITERATURE.....Early Writers

SECOND TERM.

SHORTHAND... Underlying principles; dictation exercises
TYPEWRITING—Knowledge and care of machine; fingering exercises.
ORTHOGRAPHY.....Definitions and Spelling
PENMANSHIP.....Neat, rapid, legible writing
RHETORIC.....Sentence and Paragraph
AMERICAN LITERATURE.....Writers since 1850

THIRD TERM.

SHORTHAND—Business letters; legal forms; speed dictation.
TYPEWRITING—Speed exercises; transcribing from shorthand notes.
ORTHOGRAPHY—Business spelling; abbreviations; proper names.
LETTER WRITING....Correct forms; proper construction
RHETORIC.....Composition

FOURTH TERM.

SHORTHAND — Office work; actual business; reporting speeches and lectures.
TYPEWRITING—Transcribing above work correctly and rapidly.
BUSINESS CORRESPONDENCE—Writing, answering, copying and filing letters.
ORTHOGRAPHY.....Special words and terms
RHETORIC.....Figures of speech and versification

SUBJECTS.

BOOKKEEPING.

We use the "Budget System," an excellent combination of the theoretical and practical that at once enlists the stu-

dent's interest and holds it to the end of the course. Our students study and handle actual business papers, and make records of such in their books; they do business as "business is done in business." Budget A consists of three sets in Double Entry Bookkeeping, using only the Journal, Check Book, Ledger and Balance Sheet. Budget B, Part I, adds the use of the Cash Book, Sales Book and Bill Book. In Part II of the same the student becomes familiar with the Invoice Book, the special columns and short methods of posting; and in the Ledger, Branch Store, Stock, Dividend, and investment and private accounts for each partner are opened.

BANKING.

The most modern styles of ruling are used in the entire set of books, consisting of Cash Books, General and Individual Ledgers, Discount and Collection Registers and Ticklers, Statement Book, and Stock Ledger. Students in turn fill the positions of Discount and Collection Clerk, Individual Bookkeeper, General Bookkeeper, Receiving and Paying Teller and Cashier.

COMMERCIAL ARITHMETIC.

A thorough knowledge of this subject is indispensable to business life. Our course is practical; we give many short methods and special drills for accuracy and speed.

COMMERCIAL LAW.

This course includes, in general, what every man should know of the laws governing contracts, deeds, mortgages and the more common business transactions.

ORTHOGRAPHY.

The ability to spell correctly words in common use, should be more generally acquired. A poor speller is a poor writer and has a poor chance for advancement.

PENMANSHIP.

We train students to write a neat, practical business hand at a fair rate of speed. We also give instructions in fancy flourishing and ornamental penmanship to those who want it. Most business men require a good hand writing; poor writing is often a bar to a good position, while good penmanship is sure to inspire confidence.

BUSINESS CORRESPONDENCE.

The writing and answering of business letters is carried on throughout the entire course. Correct forms, neat appearance, and good composition and writing are insisted upon.

CIVIL GOVERNMENT.

After a brief survey of the early forms of Colonial government, the successive steps to union and the revolution are carefully considered. Then follows an analytical study of the Revolutionary government, the confederation, and the origin and development of the Constitution of the United States. Due attention is also given to the relation existing between the National and State governments.

ECONOMICS.

Economics, or Political Economy, is the science of wealth or values. This course treats of the Production, Distribution, Exchange, and Consumption of Wealth; the relations between Land, Labor and Capital; Banks and Money; Protective Tariffs; Free Trade, etc. A study of this subject is essential to sound reasoning on social and industrial problems, and is of vital importance to good, intelligent citizenship.

COMMERCIAL GEOGRAPHY.

This treats chiefly of our imports and exports; where they can be produced at the least cost and where disposed of to the best advantage. The opportunities for the merchant in new countries are discussed and the great trade routes of the world studied.

SHORTHAND.

We use the revised Graham System in Shorthand. The principles may be mastered in from ten to fifteen weeks. After the book is laid aside, students begin to practice for speed, writing all kinds of material ranging from the most simple to the most difficult, including a large variety of business letters.

TYPEWRITING.

Special attention in Typewriting is paid to accuracy. We aim to have students become accurate as well as speedy

writers. As soon as possible they begin to practice writing from shorthand notes. The new Touch System of writing is being introduced. Students practice on Smith Premier and Remington machines.

RHETORIC.

For those taking the six months' course in Shorthand we have arranged a very practical course in elementary Rhetoric, dwelling especially on composition and punctuation. Those who take the year's course will be required to take more extensive and technical work in rhetoric.

SIX MONTHS' COURSE.

This course is intended for those who have not time for the longer course. It includes Shorthand, Typewriting, Rhetoric and Orthography.

MAIN STREET, CITY OF ELKHART.

EXPENSES.

TUITION.

ACADEMIC AND BIBLE DEPARTMENTS.

(Latin-Scientific, Normal, Bible and Seminary Courses.)

One term of ten weeks ..... $ 8.00
Four terms of ten weeks each (*in advance*) 30.00

ELOCUTION AND MUSIC DEPARTMENT.

Private Lessons in Elocution, Physical Culture, Advanced Vocal Music, or Instrumental Music, per hour ..... $ .50 ..... Half hour ..... $ .35
Class Lessons in Elocution or Physical Culture, per term (20 lessons) 2.00

COMMERCIAL DEPARTMENT.

(Business or Stenographic Course.)

One month ..... $ 6.00
Six months 30.00
One Year's Shorthand Course 40.00
Two Years' Commercial Course { First year ..... 40.00 / Second year 30.00

CORRESPONDENCE DEPARTMENT.

Life of Christ, Epistles, General History, Literature, Commercial Law or Psychology, for three months' work, each branch ..... $ 3.00
Bookkeeping or Shorthand, six months 10.00

(For prices of text books for any of the above see page 20.)

BOARD AND ROOMS.

Board at the Institute Boarding Hall, per term $15.00
Per week, not in advance 1.75
Furnished rooms in private families, per week ..... .50
Board and room in private families, per week 3.00

Rooms heated with steam or furnace heat, two in a room, will cost 75 cents per week *including* heat and light. Fuel is not furnished to students who pay 50 cents per week for a room.

Tuition and board must be settled in advance. Any one entering for less than a term will be given rates on application. Money will be refunded to any student who is obliged to leave school on account of protracted sickness.

General Information.

COURSES OF STUDY.

This catalogue gives a complete outline of the courses of study offered by the Elkhart Institute. Any one desiring to begin a particular branch of study should note carefully in the catalogue the date on which such branch begins in the regular course. Extra classes will be formed only when four or more students desire to take up the same study at the same time. Correspondence is invited when any special study is desired.

ARRIVAL OF STUDENTS.

Due notice should be given the Secretary of the time and train on which students will arrive, so that they may be met at the depot.

Students should leave their baggage at the depot, retain their checks, and come directly to the Institute building on Prairie Street, where arrangements may be made for room and board.

ROOMS.

It is necessary that students should have quiet rooms in which to study and rest aside from school hours. Arrangements have been made with private families to furnish carpeted rooms with bed, stove, chairs, table and lamp. These will be rented to students at fifty cents per week for each student where two room together. Further particulars on board and rooms will be found under the head of Expenses.

A WORD TO PARENTS.

We realize the anxiety often felt by parents and guardians when their young people leave home to obtain a higher education. To overcome this as far as possible, and to surround students with the best moral influences, rooms are secured only where reputable families live in the same house.

We require these families to make frequent reports of the conduct of students. If they act unbecomingly or immorally, their parents are at once notified.

Each member of the faculty is interested in the welfare of all the students in school, and exercises a watchful care over them, not in the sense of a spy, but to help them in every way possible. This is very needful for most young people, as by it they are made to feel that their best friends are their teachers.

Funds may be deposited with the Institute to be applied to the expenses of the student as needed. Spending money should be furnished *very sparingly*.

REPORTS

of the students' work are regularly made at the end of each term. These are sent to the parents or guardians when desired. Reports will be made to parents, if requested, each month or week.

TEXT BOOKS.

A list of text books in use at the Institute is given elsewhere. In many cases, however, other books may be used to advantage. Students should bring with them their own books in the studies they wish to pursue here.

Text books are on sale at the Institute at the rate charged by the city book stores. At the end of the term students may return the books they have used and receive the price charged less twenty per cent. for use and wear.

LITERARY SOCIETIES.

Four literary societies, conducted by students, are in successful operation under the general supervision of the Faculty. They give ample practice for original composition and public speaking.

The Institute Literary Society is the oldest and all students are eligible to membership.

The Aurora society and C. M. A. debating club are for young men. They afford good training in logical debate and parliamentary law.

The Philomathean society is open to all young women.

RELIGIOUS ORGANIZATIONS.

A student organization has been formed for the purpose of promoting Christian growth and fellowship among

its members, training them for Christian service and doing aggressive work, especially among students.

The devotional meeting, which has been a source of much spiritual blessing, meets once a week. One meeting each month is devoted to the subject of Missions. A special effort is made to help students to form the habit of regular devotional Bible study, and for this purpose Bible classes are organized which meet once each week for a review of the work as outlined for daily study. A course in the study of Missions is also given, meeting regularly and studying the various phases and fields of missionary work.

PHYSICAL CULTURE.

All students will be required to take some work in Physical Culture during the two winter terms, unless excused by the Faculty. Gentlemen will have access to a well equipped gymnasium and bath rooms at a cost not exceeding 50 cents per month. Special advantages are offered to ladies also to take the work outlined on page 25 of this catalogue. Ladies also have access to the gymnasium at stated intervals.

INSTITUTE MONTHLY.

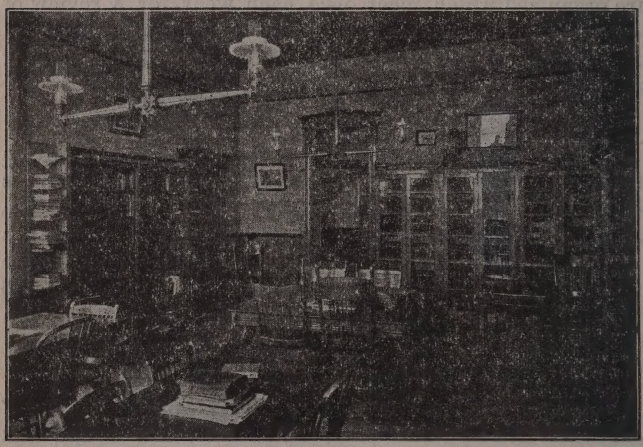
This is a sixteen-page paper published in the interest of education and spiritual progress. It serves as a splendid medium for literary work, and as a means of communication between present and former students. Friends of the Institute, and all who are interested in Christian education, will find the columns of the Institute Monthly to be full of reading matter that is suggestive and helpful. Subscription price, 50 cents per year. Any profits derived from the publication of this paper will be applied in paying the general expenses of the school.

THE INSTITUTE DINING HALL.

The Board of Directors controls the Institute Dining Hall. Splennid board is furnished at $1.50 per week.

A plenteous supply of wholesome, nourishing food is furnished to the students at a very small margin above actual cost. The advantages of this plan are obvious. The necessary expenses are greatly reduced, and the social faculties of each student are strengthened and developed by

meeting fellow-students and engaging in pleasant, sociable conversation, three times a day. The ties of friendship formed by those who gather around these tables are such as will never be broken, and the recollections of the pleasant associations enjoyed here will linger in the memories of the students long after they leave the halls of the Elkhart Institute.



LIBRARY.

The library shelves are filled with the latest reference books on all the subjects taught.

Among the reference books are three sets of Encyclopedias—The Britannica, Johnson's, and the Columbian; Ridpath's Histories, Matthew Henry's Commentaries, etc.

Besides these, there are the works of the principal American and English authors, works on Science, History, Religion, Missions, etc.

LABORATORIES.

The Department of Natural Sciences occupies three well-lighted rooms; the chemical laboratory, biological and physical laboratory and supply room.

The chemical laboratory is equipped with water and gas connections, evaporating hood, and individual students'

desks, which are supplied with Bunsen burners and the necessary reagents and apparatus, and a full line of chemical supplies.

Among the more prominent pieces of apparatus in the physical and biological laboratory are an air-pump, chemical balances, rotatory apparatus, pendulums, electrical machine, electrical battery, models and manikin, and tables with apparatus for individual experimentation.

LABORATORY FEES.

Students who study Chemistry will be required to deposit 50c per term for laboratory fees. Those studying Botany, Zoology and Physics, will be required to pay 25c per term for laboratory fees. This amount will be sufficient to cover the cost of chemicals and the use of apparatus, but will not provide for the breakage of apparatus.

SITUATIONS FOR STUDENTS.

We are frequently asked whether we agree to furnish situations for those who finish a course here. Our answer is: We do not promise this. Such promises are seldom satisfactorily fulfilled. However, we have been able thus far to get good places for nearly all our students who have desired them, and judging from the satisfaction they are giving, we will be able to do so in the future. We will do what we can for those who, by honesty, thorough work, and genteel manners, prove themselves worthy of good positions.

DIPLOMAS AND CERTIFICATES.

Diplomas will be given to all students who finish the work as outlined in the Latin-Scientific, Normal, Bible, Two Year Commercial or One Year Shorthand Courses, on conditions that they have been students at the Institute at least one year. Graduates will be required to pay a graduation fee of $3.00 at the beginning of the last term of the Senior year.

Those who have not time to complete either of the regular courses, or those who wish to take up only the main part of the courses, Shorthand and Typewriting, or Bookkeeping, Commercial Law, Commercial Arithmetic and Penmanship, will be given a Certificate of Proficiency for the work done.

About six months' time is required in either of these courses to fit students for light office work.

KINDERGARTEN.

This department is in charge of an experienced kindergartner and is open only during the summer months.

CORRESPONDENCE WORK.

By giving lessons by mail, the school is brought to the homes of many who could not otherwise pursue a course of study. Any information desired on this work will be cheerfully furnished by the Secretary.

DONATIONS.

The endowment fund has been materially increased during the last year, and a considerable amount has been received in donations. We hope that those who wish to make wills or donations in favor of the various church institutions, will also remember the Elkhart Institute.

A number of workers for the home and foreign mission fields have received their preparatory training at the Elkhart Institute, and are now actively engaged in mission work.

The courses of study offered provide for thorough training in Language and Bible work, and excellent opportunities are afforded for actual experience in Christian work while attending the school. Worthy young men and women who wish to prepare for foreign mission work, and are without the means of meeting the necessary expenses, will receive their tuition free, if in the estimation of the faculty they are capable of engaging in work in the foreign field. Any funds donated to meet the expenses of such students will be applied as requested by the donors, and for no other purpose.

FORM OF BEQUEST.

I hereby give, devise, and bequeath to the Elkhart Institute, at Elkhart, Ind., the sum of ——— to be used as ——————— (place here, Endowment Fund, Students' Fund, or such other purpose as the donor may desire.)

Rules and Regulations.

I. All students are required:

1. To attend chapel every day.
2. To abstain from the use of tobacco and profane language on the Institute premises.

II. Non-resident students are required:

1. To attend Sunday school and one church service each Lord's day at their regular place of worship.
2. To be in their rooms at 8 P. M., except, (a) On Saturday, when the time is extended to 10 P. M. (b) When attending church services or meetings at the Institute, after which services or meetings they shall go immediately to their rooms.

III. Lady students shall not receive gentlemen callers at their rooms.

IV. Students must select rooms from among those approved by the Faculty.

V. Lady and gentlemen students shall not take rooms in the same home.

VI. Persons furnishing rooms to students shall report all violations of these rules to the Faculty.

TEXT BOOKS USED.

Algebra	*Wentworth*
Arithmetic—Commercial	*Packard*
Arithmetic—Practical	*Cook-Cropsey*
Bookkeeping	*Sadler & Rowe*
Botany	*Bergen*
Chemistry	*Remsen*
Civil Government	*Townsend*
Commercial Law	*Williams & Rogers*
Drawing	*Webb, Zaner & Ware*
Economics	*Walker*
Geography—Physical	*Davis*
Geography—Political	*Redway & Hinman*
Geometry	*Wentworth*
German	*Otis*
Grammar	*Reed & Kellogg, Wisely*
Greek	*Goodwin & White*
History—Ancient Religions	
History—English	*Montgomery*
History—General	*Myers*
History—United States	*Montgomery*
Latin	*Collar & Daniel, Allen & Greenough*
Literature—American	*Pattee*
Literature—English	*Robertson*
Pedagogy	*McMurry*
Physics	*Wentworth & Hill*
Physiology	*Overton*
Psychology	*Halleck*
Rhetoric	*Hart*
Trigonometry	*Wentworth*
Word Analysis	*Swinton*
Zoology	*Colton*

THE ELKHART INSTITUTE ALUMNI ASSOCIATION.

OFFICERS.

President.....I. W. Royer, Orrville, O.
Vice-President.....A. J. Steiner, Cranberry, O.
Recording Secretary.....Francis R. Zook, Allensville, Pa.
Corresponding Secretary.....Mrs. N. E. Byers, Elkhart, Ind.
Treasurer.....Samuel Honderich, Goshen, Ind.

CLASS OF 1900.

Solomon F. Gingerich.....Ia
Olivia W. Good.....Ill
John L. Steiner.....O
Samuel Honderich.....Ind
Albert J. Steiner.....O
Isaiah W. Royer.....O
Emma Lambert.....Ind
Hettie B. Kulp.....Pa
Alta Kurtz.....Ind
Jennie M. Shanower.....O
Ella E. Stutzman.....O
Sophia Lenhart.....Ind
Menno L. Steiner.....O
Jacob L. Kulp.....O
Milo C. Yoder.....Ind
John F. Bressler.....Pa
Kate Shaffer.....Ind
Oscar Walters.....Ind
Kate Leighton.....Ind
Leonard M. Jager Ill
Elbert A. Livengood.....Ind
Harry H. Hartzler.....Ind

REGISTER OF STUDENTS.

ACADEMIC DEPARTMENT.

Bender, C. E.....Md
Bergey, Amelia.....Ont
Blosser, C. R.....O
Bookwalter, Sam'l M.....Pa
Brown, Earl.....Ind
Brunk, Jacob B.....O
Buzzard, Clara.....Ind
Buzzard, Rufus.....Ind
Byler, Elsie .....Kans
Byler, J. I.....Pa

Carpenter, Ruby.....Ind
Christophel, Walter B...Ind
Christophel, Phebe.....Ind
Congdon, Claude.....Ind
Cook, Grace.....Ind
Cooper, Grace.....Ind

Davis, Fred.....Ind
Detweiler, I. R.....Neb
Dierberger, P. W.....Neb

Ebersole Reuben.....Neb
Ebersole, F. S.....Neb
Eicher, Nina M.....Ind

Flohr, Sarah .....O
Freed, Cora.....Ind

Garber, Bertha.....Ind
Gardner, Ralph.....Ind
Garl Zena.....Ind
Gehman Esther S.....Ont
Gingerich, S. F.....Ia
Good, Olivia W.....Ill
Good, Joseph.....Ind
Greenwalt, Lulu.....Ind
Grosh, Lydia A.....Ind

Halstead, Pearl.....Ind
Hansaker, Elizabeth M...Pa
Hansaker, Edward E.....Pa
Hansaker, Chauncy J....Pa
Hartman, Melvin F.....Ind
Hartzler, S. C.....O
Heininger, C. S.....Ind
Holdeman, Joseph,.....Ind
Honderich, Samuel.....Ind
Huber, Bernhard..Germany

Jantzen, D. F.....Kans
Johns, Elmer H.....Ind
Judson, Goldie.....Ind

Kauffman, Amos.....Mich
King, Ora D.....O
Kurtz, Lydia.....O
Kurtz, J. M.....O
Kurtz, Orvin.....Ind
Kyte, Glenn.....Ind

Landis, Bessie.....Oreg
Lapp, George J.....Neb
Leer, Jessie M.....Ind
Lehman, Grace.....Ind
Lenhardt, Lena.....Ind
Luke, Harry.....Ind

Martin, Luretta M.....Ind
McCann, J. D.....Pa
Musselman, John S.....Pa

Nafziger, Benjamin.....Ill.
Neu, Eva.....Ind

Page, Percy.....Ind

Reist, H. F.....Pa
Royer, I. W.....O
Rutt, A. B.....Neb

Shank, Clarence.....Ind
Shupert, Francis.....Ind
Shupert, Claude.....Ind
Shulmier, Mary.....Ind
Slabaugh, Clara.....Ind
Sigerfoos, William.....Ind

Smith, Libbie.....Ind
Steiner, John L.....O
Stump, Harvey.....Ind
Stutzman, Jesse.....Ind

Thornton, Oliver H.....Ind
Troyer, Laird.....Ind
Troyer, Ellsworth A.....Ind

Umble, John S.....O

Weinhoft, Wm.....Ind
Whitmer, P. E.....O
Whittig, Barbara.....Ind

Yoder, Carrie M.....Ind
Yoder, O. C.....O
Yoder, J. S.....O
Yoder, Fannie.....O
Yoder, Mamie.....O
Yoder, M. I.....Ind

Zerbe, John W.....Ia
Zook, Frances R.....Pa
Zook, Bertha.....Ind
Zook, D. B.....O

Total, 94.

BIBLE DEPARTMENT.

Autenrieth, Annie.....Colo

Bare, Nannie A.....Mo
Bare, Lydia R.....Mo
Blosser, Kate.....O
Bontrager, Eli A.....Ind
Bressler, John F.....Pa

Christophel, Phebe.....Ind
Christophel, Susie.....Ind

Flohr, Sarah.....O

Good, Samuel E.....Va

Hartman, Frank.....Ind
Hartzler, Vernon.....Ind
Hartzler, John E.....Mo
Horner, J. S.....Ind

Johns, Elmer H.....Ind

Kauffman, Eva.....Ind
Kurtz, Lydia.....O

Lambert, Emma.....Ind
Lapp, M. C.....Neb
Lehman, Marietta.....O
Lehman, Homer G.....O
Lehman, Joseph N.....O
Loucks, Aaron.....Pa

Nebel, Katie.....Ia
North, Fanny.....Ind

Rickert, Lizzie.....O
Royer, Isaiah W.....O
Rutt, John J.....Ill

Schertz, Lydia.....Kans
Shank, Mollie.....Mo
Shank, John R.....Mo
Shantz, Lydia.....Ind
Stauffer, Lena.....Ont
Steiner, John L.....O
Steiner Lydia.....O
Stoltzfus, Aaron.....Pa
Stutzman, Ella E.....O
Summer, John J.....Ill
Summer, Tillie.....Ill

Troyer, Mattie.....Ind

Unzicker, Peter.....Ill

Weaver, Jesse E.....Mo
Whitmer, P. E.....O

Yoder, Maggie.....O

Total 44.

COMMERCIAL DEPARTMENT.

Bell, Norman B.....Ind
Blosser, William.....O
Bressler, John F.....Pa
Carpenter, Ruby.....Ind

Dausman, Arvilla.....Ind
Dickinson, Blanche.....Ind
Draggoo, Mary.....Ind
Driesbach, F. E.....Mich

Ecker, Carrie.....Ind
Everest, Frances.....Ind

Gehman, William.....Ont
Graham, J.....Ind

Hartzler, Vernon.....Ind
Hartzler, Harry.....Ind

Jager, Leonard.....Ill

Kulp, Hettie B.....Pa
Kurtz, Alta.....Ind

Lambert, Ira.....Ind
Landis, Alice.....Oreg
Lapp, M. C.....Neb
Lehman, J. H.....O
Livengood, Elbert.....Ind
Lobdell, F. M.....Ia

Martin, Jesse.....Ind
Miller, Wilford C.....Ind
Miller, Guy O.....Ind
Miller, E. A.....Ia
Moyer, A. C.....Ind
Moyer, R. J.....Ont
Musselman, I. M.....Pa

Randolph, Carl.....Ind
Richardson, Floyd.....Ind
Royer, I. W.....O
Ruch, Mertie.....Ind
Ruth, W. H.....Mich

Schertz, Louis C.....Ill
Shaffer, Kate.....Ind
Stump, Albert.....Ind
Stutzman, Ella E.....O

Unzicker, Glenn.....Ill

Walker, G. R.....Ind
Warner, Earl.....Ind
Williams, Fred.....Ind
Witmer, Samuel T.....Pa

Yoder, M. C.....Ind

Zook, Purl R.....Ind

Total 46.

ELOCUTION AND MUSIC DEPARTMENT.

Bender, Edward.....Md
Bergey, Amelia.....Ont
Berkey, Lavona.....Ind
Blosser, Wm.....O
Byers, Emma.....Ind
Byler, J I .....Pa

Christophel, Phoebe.....Ind
Christophel, Anna.....Ind
Coffman, Anna B.....Ind

Dierberger, P W.....Neb

Ecker, Carrie.....Ind

Gehman, Wm.....Ont

Hansaker, Elizabeth.....Pa
Hartzler, Blanche.....Ind
Holdeman, Anna C.....Ind

Knopper, Alene.....Ind
Kurtz, Lydia.....O
Kurtz, Orvin C.....Ind

Landis, Alice.....Oreg

Moyer, R. J.....Ont
Musselman, Ira.....Pa
Musselman, John S.....Pa

Oliver, Ruby.....Ind

Reist, Henry.....Pa
Ruth, Wm.....Mich
Rutt, Albert.....Neb

Shank, John R.....Mo
Shanower, Jennie.....O
Schertz, Louis C.....Ill
Schertz, Lydia.....Kans
Stump, Albert.....Ind
Stump, Harvey.....Ind
Stutzman, Ella E.....O

Unzicker, Glenn.....Ill

Woods, Verda.....Ind

Yoder, Fannie.....O
Yoder, Mamie.....O

Zook, Bertha.....Ind
Zook, Lina.....O

Total 39.

CORRESPONDENCE DEPARTMENT.

Albrecht, Bertha.....Ill
Albrecht, Henry V.....Ill
Bookwalter, H W.....Pa
Brubaker, Clara M.....Mo
Brubacher, Menno .....Ont
Buckwalter, Lizzie.....Pa
Buckwalter, Reuben.....Pa
Burkhart, Abram.....Ill
Burkholder, Sarah R.....Pa
Camp, Anna M.....Ill
Camp, C W.....Ill
Camp, J J.....Ill
Denlinger, H E.....Pa
Denlinger, Sue B.....Pa
Detweiler, Katie.....Pa
Ebersole, Hattie.....Ill
Eby, Mary E.....Pa
Eigsti, J H.....Ill
Hamilton, J T.....Minn
Hartman, Henry.....Ill
Herr, Frances B.....Pa
Herr, Frank.....Pa
Herr, Lizzie A.....Pa
Hilt, Elmer.....Pa
Hooley, Fannie R .....Pa
Hostetler, Sarah A.....Pa
Imhoff, Chris.....Ill
Imhoff, Katie.....Ill
Kauffman, Ida.....Pa
Kreider, Naomi.....Pa
Kreider, Sue Etta.....Pa
Kulp, Sallie.....Pa
Leaman, Eva.....Pa
Lehman, J J.....O
Lefevre, Mary C.....Pa
Lefevre, P S.....Ill
Lehman, Mrs L J.....Ill
Loucks, Ada.....Pa
Loucks, D S.....Pa
Martin, Anna.....Pa
Martin, I W .....Pa
Martin, M H.....Pa
Metzler, Marietta.....Pa
Metzler, Susie J.....Pa
Miller, Anna F.....Pa
Miller, Lydia H.....Md
Miller, Mary K.....Pa
Musselman, C H.....Pa
Musselman, Ella Mae.....Pa
Nafziger, Samuel.....Ill
Neff, Christian.....Pa
Nice, W G.....Ill
Nunemaker, E N.....Ill
Ranck, Anna N.....Pa
Rutt, John J.....Ill
Schertz, Annie E.....Ill
Schertz, Benjamin.....Ill
Schertz, P B.....Ill
Schertz, Solomon.....Ill
Senger, John B.....Pa
Slabaugh, Delilah.....Ind
Smith, Emma E.....Ill
Smith, J D.....Ill
Smith, J J.....Ill
Smith, S E.....Ill
Smucker, Frank I.....Ill
Snyder, A B.....Ont
Sommers, G I.....Ill
Springer, Andrew.....Ill
Stauffer, Ada J.....Ill
Steiner, M.....Ill
Stoltzfus, Aaron.....Pa
Summers, J W.....Ill
Sweigart, Emma.....Pa
Weber, J F.....Ill
Wenger, Anna M.....Pa
Yoder, Anna V.....O

Total 77.

SUMMARY.—March 26, 1900, to March 26, 1901.

Total enrollment by departments.....300
Total enrollment counting each student but once.....261

Students have been registered from fourteen States, Canada and Germany.

DAM ACROSS THE ST. JOE RIVER, ELKHART.

IT WILL be esteemed a favor if the friends of the ELKHART INSTITUTE will send to the Secretary the names and addresses of prospective students. -:- -:-

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CATALOGUES will be sent FREE to any address. Those who are unable to leave home for a course of study, should refer to the advantages offered by the Correspondence Department, as

The Summer School.

June 11—August 2, 1901.

FACULTY.

N. E. BYERS, **Principal,** *Mathematics, Sciences and Pedagogy.*

J. S. HARTZLER, *Geography, Reading Circle Work.*

W. K. JACOBS, *Commercial Branches and Vocal Music.*

GEORGE J. LAPP, *History.*

S. P. GINGERICH, *English.*

FANNIE E. COFFMAN, *Latin.*

The Summer School is under the general supervision of the Board of Directors. The session opens on the first Tuesday after Commencement and continues eight weeks, (June 11—August 2, 1901). The courses of study are arranged to meet the wants of teachers and those preparing to teach; teachers who wish to make special preparation for advanced work; high school pupils who wish to review preparatory to admission to college or university, and all who desire a short course in Commercial or Academic work. The courses offered for the summer of 1901 are as follows:

COURSES OF STUDY.

HISTORY AND GOVERNMENT.
- United States History.
- English History.
- Civil Government.
- General History.

PHYSICS. Elementary.

BOTANY. Teacher's Course.

PHYSIOLOGY.

ZOOLOGY. Practical.

GEOGRAPHY. Descriptive and Physical.

ARITHMETIC. Cook—Cropsey's text.

ALGEBRA. Elementary.

GEOMETRY. Plane.

LATIN.
- Beginning Latin.
- Cicero.

GERMAN.
- Beginning Grammar.
- Easy Reading.

ENGLISH.
- Grammar.
- Rhetorical Analysis.
- American Literature.

PEDAGOGY. Methods of Teaching.

PSYCHOLOGY.

VOCAL MUSIC. Rudiments.

DRAWING

READING CIRCLE.
- Course Outlined for Indiana.
- Teachers.

COMMERCIAL DEPARTMENT.
- Book-Keeping.
- Banking.
- Commercial Arithmetic.
- Commercial Law.
- Shorthand.
- Typewriting.
- Penmanship.
- Correspondence

A special announcement of the Summer School containing further particulars is published annually. Copies of this announcement can be had by addressing the Secretary of the Elkhart Institute.

TUITION—$7.00 for the term, or $1.00 per week.

BOARD—$12.00 for the term or $1.75 per week.

CATALOGUE

of the

ELKHART INSTITUTE

Established 1894

Announcements
for 1902-1903

Elkhart Indiana

CALENDAR FOR 1902-1903.

Fall Term opens	September 2, 1902
Fall Term closes	November 7, 1902
First Winter Term opens	November 10, 1902
Thanksgiving Vacation	November 27 to December 1, 1902
Christmas Vacation	December 25, '02 to January 5, 1903
Short Bible Term opens	January 5, 1903
First Winter Term closes	January 23, 1903
Second Winter Term opens	January 26, 1903
Short Bible Term closes	January 30, 1903
Second Winter Term closes	April 3, 1903
Spring Term opens	April 6, 1903
Baccalaureate Sermon	June 7, 1903
Commencement Exercises	June 12, 1903
Spring Term closes	June 12, 1903
Normal Term opens	June 16, 1903
Normal Term closes	August 7, 1903

CORPORATION.

BOARD OF DIRECTORS.

Term expires in 1902.

J. L. Ranck....Strasburg, Pa.	Allen Rickert..Columbiana, O.
A. R. Zook.....Topeka, Ind.	William Fretz, Jordan Sta, Ont.
John Smith...Metamora, Ill.	F. S. Ebersole....Sterling, Ill.

Term expires in 1903.

J. B. Zook.....Allensville, Pa.	C. Z. Yoder...Weilersville, O.
M. S. Wambold..Goshen, Ind.	M. C. Cressman..Berlin, Ont.
J. S. Shoemaker.Freeport, Ill.	Lewis Kulp.....Elkhart, Ind.

Term expires in 1904.

D. S. Loucks....Scottdale, Pa.	D. S. Yoder,..Bellefontaine, O.
J. O. Martin.....Elkhart, Ind.	S. B. Wenger, So. English, Ia.
I. W. Royer..... Orrville, O.	J. S. Hartzler....Elkhart, Ind.

Term expires in 1905.

A. D. Wenger, Millersville, Pa.	John Blosser....New Stark, O.
C. P. Yoder.....Goshen, Ind.	E. S. Hallman....Berlin, Ont.
S. R. Good.....Sterling, Ill.	C. K. Hostetler..Elkhart, Ind.

Principal N. E. Byers, *Ex officio*, Elkhart, Ind.

EXECUTIVE BOARD.

C. K. Hostetler, Lewis Kulp, J. O. Martin, J. S. Hartzler,
N. E. Byers, M. S. Wambold, G. L. Bender.

OFFICERS.

John Blosser, *President*.....New Stark, O.
M. S. Wambold, *Vice-President*.....Goshen, Ind.
J. S. Hartzler, *Secretary*.....Elkhart, Ind.
Lewis Kulp, *Treasurer*.....Elkhart, Ind.
C. K. Hostetler, *Business Manager*.....Elkhart, Ind.

EIGHTH ANNUAL

CATALOGUE

OF THE

ELKHART INSTITUTE

ELKHART, INDIANA.

ANNOUNCEMENTS FOR

1902-1903.

FACULTY.

*NOAH E. BYERS, Chairman.

Graduate of Sterling (Ill.) High School; B. S., Northwestern University; graduate work in Mathematics and Pedagogy, University of Chicago; taught two years in public schools of Whiteside Co., Ill.; Principal of Elkhart Institute four years.

EPHRAIM J. ZOOK, Librarian.

B. S., Ohio Normal University; Ph. B., Wooster University; taught five years in public schools of Wayne Co., Ohio; Principal of Canaan and Rittman schools, Wayne Co., Ohio, two years; instructor at Elkhart Institute one year.

JONATHAN M. KURTZ.

Attended Ohio Normal University; graduate of Latin-Scientific Course Elkhart Institute; special work in Science and German, Wooster University and Oberlin College; taught in public schools of Wayne Co., O., three years; assistant instructor at Elkhart Institute Summer School one year.

SOLOMON F. GINGERICH.

Graduate of Normal and Latin-Scientific Courses, Elkhart Institute; special work in English and History, University of Chicago, taught in public schools of Iowa six years; assistant instructor in Elkhart Institute two years.

JONAS S. HARTZLER.

Attended Cook County Normal (Chicago) and Wooster University; taught ten years in public schools of Noble and LaGrange counties, Ind.; ordained minister, 1881; instructor at Elkhart Institute seven years.

LINA ZOOK, Preceptress.

Graduate of Bible Course, Elkhart Institute; attended the Moody Bible Institute one year; spent two years in city mission work in Chicago; assistant instructor at Elkhart Institute one year; Preceptress of Elkhart Institute one year.

†GEORGE R. BRUNK.

McPherson, Kans., ordained minister, 1893; ordained bishop, 1898; special instructor at Bible Conferences for a number of years.

*Absent on leave after Sept. 15, for study at Harvard University.
†Special Bible Course.

†AMOS D. WENGER.

Graduate of Warrensburg (Mo.) State Normal; one year in Bible Classical Course, Penn College; one term at Moody Institute; taught school two years; tour of the world, making a special study of Bible lands and mission fields; ordained minister, 1894; instructor Special Bible Course, Elkhart Institute, one year.

WELLINGTON K. JACOBS.

Graduate of Commercial Course, Elkhart Institute; special work in Actual Business, Banking, and Penmanship, Eastman National Business College, Poughkeepsie, N. Y.; instructor at Elkhart Institute three years.

OLIVIA W. GOOD.

Graduate College of Northern Illinois; graduate of Latin-Scientific and Stenography Courses, Elkhart Institute; taught one year in public schools of Stephenson Co., Ill., instructor at Elkhart Institute one year.

ALICE MAY LANDIS.

Attended Union (Ore.) High School three years; graduate of Shorthand Course, Elkhart Institute; studied music one year at Elkhart Institute and one year at Northwestern University.

†Special Bible Course.

ASSISTANT INSTRUCTORS.

JOHN M. HARTZLER.

Graduate of the Normal Course at Juniata College, Huntingdon, Pa.; taught in the public schools of Pa. six years; assistant instructor of Elkhart Institute one year.

ANNA BECK.

Graduate of the Kindergarten Training School of Valparaiso, Ind. Teacher of Kindergarten Department of the Elkhart Institute three years.

DAVID B. ZOOK.

Graduate of Latin-Scientific Course, Elkhart Institute.

LEWIS A. REISNER.

Graduate of the Sterling (Ill.) High School; taught in the public schools of Whiteside Co., Ill., two years.

ANNA H. KAUFFMAN.

Graduate of Millersville (Pa.) State Normal. Taught one year in the public schools of Lancaster Co., Pa.

CORNER OF CHEMISTRY LABORATORY.

Elkhart Institute.

HISTORY.

THE Elkhart Institute was founded in 1894. It was opened in the G. A. R. Hall in the city of Elkhart. Later a suitable building was erected on Prairie street. In 1895 the Elkhart Institute Association was organized and in 1898 it was incorporated under the laws of the State of Indiana. Under the charter given at that time the management was under the control of a Board of nine Directors. As the school grew and its interests expanded it was found that a wider representation was needed, and accordingly, at the annual meeting in 1901, the constitution was amended and the number of members on the Board of Directors increased to twenty-five. At this annual meeting a committee was appointed to receive propositions from different localities to provide larger grounds and more buildings, as it was evident that the growth of the school would soon make it necessary to increase the accommodations.

AIM.

The mission of the Elkhart Institute is to furnish to young men and women the opportunity to acquire a thorough Christian education. The Faculty will do their utmost to better qualify men and women for every vocation in life. It is their aim to train students in the exercise of clear, independent thought; to cultivate in each his own individuality; by original investigation to lead to the acquirement of knowledge which gives power. More than this, it is the aim to lead the young mind in attaining to wisdom, without which knowledge fails to be a blessing. The highest object is, by precept and example, to bring the young people under the influence of the "wisdom that is from above."

ADMINISTRATION.

The management of the Elkhart Institute is under the control of a Board of twenty-five Directors. The members of this Board are elected by the stockholders at the annual meeting. The property of the Elkhart Institute is in the

hands of this Board, which assumes a general supervision over all the affairs of the institution. The stock of the Elkhart Institute Association is issued in shares of twenty-five dollars each, is non-assessable, and entitles each share-holder to cast one vote at the annual meeting. Absent stockholders may vote by written proxy. By this plan the control of the school is in the hands of those who contribute to its support. The stock of the school is owned by members of the Mennonite denomination, who are interested in the education of their young people. This does not exclude others who may wish to attend the Elkhart Institute, but on the other hand a hearty invitation is extended to all who desire a liberal education under Christian influences.

RELIGIOUS INFLUENCE.

The lack of moral and religious influence in many schools is, in a large measure, what has called the Elkhart Institute into existence. It is the belief of its managers that intellectual training, apart from morality and religion, only renders the possessor more harmful to the community, and that the influence of Christianity upon education is a wholesome one in the building of character. One of the most prominent features of the school is the effort to impress on its students the claim and benefits of a Christian education. The daily and weekly devotional exercises will combine, in some measure, for all the students, practical Christian teaching with intellectual training. The Bible Department will afford special advantages in this line to the students who take this course of study.

LOCATION.

Elkhart, with a population of eighteen thousand inhabitants, is situated at the junction of the St. Joseph and Elkhart rivers, one hundred miles east of Chicago, and is one of the leading commercial and manufacturing centers of Northern Indiana. It is easily reached from all points, being located on the Lake Shore & Michigan Southern, and Big Four railroads, and is surrounded by as beautiful and fertile a section of country as can be found anywhere in the West. The natural drainage is excellent, and the health of

the city compares favorably with the best in the State. It has the modern improvements of large cities—excellent cement sidewalks, water-works, electric lights, street-cars and an interurban line connecting a nnmber of neighboring cities. All the leading churches are represented. Three weekly and two daily newspapers are sustained. A fine public library is assured and a building costing $30,000, the gift of Andrew Carnegie, will add materially to the city's attractions. The Elkhart Lecture Association has for a number of years offered to the public some of the best lectures to be had in this country at very low rates.

The Elkhart Institute is situated on Prairie street, in the southern part of the city, in a desirable neighborhood, ten minutes' walk from the Lake Shore & Michigan Southern Railway depot, among pleasant homes of Christian people. The building is substantially constructed, well lighted and heated, supplied with water and gas, and conveniently arranged. The spirit of devotion, and the religious influences surrounding the students tend to create an atmosphere which is conducive to spiritual growth.

ADMISSION.

Any person of good moral character will be admitted, and can find work suited to his needs. It will be to the student's advantage to have completed the common school or eighth grade work, but special classes are organized in the common branches for those whose early education has been neglected. For those who are not able to enter any of the classes, private teachers will be furnished at reasonable rates. All will be required to pass an examination in spelling or take the work in class.

For information with regard to entrance requirements for the different courses, see introductions to various departments. Those desiring to complete one of the outlined courses should be present on the first day of the school year. Students desiring special work may begin at any time, but will find it to their advantage to enter on the first day of a term. Classes will be organized each term as indicated in the schedules of studies, and other classes may be organized if called for by a sufficient number of students.

Academic Department.

*Noah E. Byers, Principal.....*Mathematics and Pedagogy*
Ephraim J. Zook.....*Greek and Latin*
Jonathan M. Kurtz.....*Sciences and German*
Solomon F. Gingerich.....*English and History*
Wellington K. Jacobs.....*Penmanship and Drawing*
John M. Hartzler.....*Rhetoric and Grammar*
David B. Zook.....*Assistant in Languages*
Lewis A. Reisner.....*Assistant in History*

*Absent on Leave.

LATIN—SCIENTIFIC COURSE.

This course extends through four years, and provides thorough instruction in the Ancient and Modern Languages, Literature, History, Mathematics and the Natural Sciences.

The course as outlined is especially designed for those who contemplate the completion of a regular college course, and covers the work usually given in the preparatory department and the Freshman year of the best Colleges.

Our students are admitted without examination to any of the following institutions:

Northwestern University; Wooster University;
Indiana University; Purdue University;
Oberlin College.

With the wide range of electives that are offered for the Senior year, this course provides a good general academic education, such as is needed as a preparation for any profession or occupation.

Common school graduates and persons holding teachers' certificates will be admitted without examinations. Others are required to pass an examination in Orthography, Reading, Arithmetic, Geography, Grammar and Penmanship.

Special classes will be organized for the benefit of those who cannot pass these examinations.

Students should have some knowledge of elementary Physiology and U. S. History in order to do thorough work in the more advanced courses given in these subjects.

The best results will be obtained from this course by regular attendance for four successive years, and only students of mature age and exceptional mental and physical vigor should plan to finish the work in less than the prescribed time.

SCHEDULE OF STUDIES.

The number of recitations per week is designated by the figures at the right.

FIRST YEAR.

FIRST TERM.

LATIN—Collar and Daniell.....(5)
ALGEBRA—Integral Expressions, Simple Equations...(5)
PHYSICAL GEOGRAPHY—Structure and Divisions of the Earth's Surface.....(3)
ENGLISH HISTORY—From 54 B. C. to 1558 A. D.....(3)
RHETORIC—Punctuation and Diction.....(2)
DRAWING.....(2)

SECOND TERM.

LATIN—Collar and Daniell.....(5)
ALGEBRA—Factoring and Fractions.....(5)
PHYSICAL GEOGRAPHY—Phenomena on the Earth's Surface.....(3)
ENGLISH HISTORY—From 1558 to the present.....(3)
RHETORIC—Sentence and Paragraph.....(2)
DRAWING.....(2)

THIRD TERM.

LATIN—Collar and Daniell.....(5)
ALGEBRA—Fractional and Simultaneous Equations...(5)
BOTANY—Plant Morphology and Physiology.....(3)
U. S. HISTORY—Early History to 1789.....(5)
RHETORIC—Composition.....(2)

FOURTH TERM.

LATIN—Viri Romae (8 lives).....(5)
ALGEBRA—Involution, Evolution, Radicals, Quadratics.....(5)
BOTANY—Plant Analysis.....(3)
U. S. HISTORY—1789 to the present time.....(5)
RHETORIC—Rhetorical Analysis.....(2)

SECOND YEAR.

FIRST TERM.

LATIN—Cæsar; Composition.....(5)
GEOMETRY—The Straight Line and Circle.....(5)
ZOOLOGY—Invertebrates.....(5)
AMERICAN LITERATURE—Early Writers.....(5)

SECOND TERM.

LATIN—Cæsar; Composition.....(5)
GEOMETRY—Proportional Lines, Similar Polygons....(5)
ZOOLOGY—Vertebrates.....(5)
AMERICAN LITERATURE—Writers since 1850.....(5)

THIRD TERM.

LATIN—Cæsar; Composition.....(5)
GEOMETRY—Polygons and Circles, Lines and Planes in Space, Polyhedrons.....(5)
PHYSIOLOGY.....(5)
ENGLISH LITERATURE—449 to 1700.....(5)

FOURTH TERM.

LATIN—Cæsar; Derivation.....(5)
GEOMETRY—Cylinders, Cones, Sphere, Conic Sections.(5)
CIVIL GOVERNMENT.....(5)
ENGLISH LITERATURE—1700 to the Present.....(5)

THIRD YEAR.

FIRST TERM.

LATIN—Cicero.....(5)
GREEK—White's First Book; Goodwin's Grammar..(5)
PHYSICS—Balanced forces and Fluid pressure.....(4)
GENERAL HISTORY—Egyptian and Grecian.....(4)
ENGLISH—Milton's Minor Poems.....(2)

SECOND TERM.

LATIN—Composition.....(5)
GREEK—Grammar; White's First Book.....(5)
PHYSICS—Heat, Matter and Motion.....(4)
GENERAL HISTORY—Roman.....(4)
ENGLISH—Shakespeare's Macbeth.....(2)

THIRD TERM.

LATIN—Cicero.....(5)
GREEK—Grammar; White's First Book.....(5)
PHYSICS—Magnetism and Electricity.....(4)
GENERAL HISTORY—Mediæval.....(4)
ENGLISH—Eliot's Silas Marner.....(2)

FOURTH TERM.

LATIN—Cicero.....(5)
GREEK—The Anabasis; Composition.....(5)
PHYSICS—Sound and Light.....(4)
GENERAL HISTORY—Modern.....(4)
ENGLISH—Pope's Iliad.....(2)

FOURTH YEAR.

FIRST TERM.

LATIN—Virgil; Versification.....(5)
GREEK—The Anabasis; Composition.....(5)
HIGHER ALGEBRA—Review.....(5)
CHEMISTRY—Elements and Chemical Combinations..(3)
ENGLISH—Drama; Shakespeare.....(2)

SECOND TERM.

LATIN—Virgil; Versification.....(5)
GREEK—The Anabasis.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Acid Forming Elements.....(3)
ENGLISH—Burke's Speech on Conciliation.....(2)

THIRD TERM.

LATIN—Virgil; Derivation.....(5)
GREEK—The Anabasis and Iliad.....(5)
HIGHER ALGEBRA.....(5)
CHEMISTRY—Base forming Elements.....(3)
ENGLISH—Essayists: Carlyle, Macaulay.....(2)

FOURTH TERM.

LATIN—Ovid.....(5)
GREEK—The Iliad; Prosody.....(5)
PLANE TRIGONOMETRY.....(5)
CHEMISTRY—Organic Chemistry.....(3)
ENGLISH—Essayists: Carlyle, Macaulay.....(2)

NORMAL COURSE.

The object of this course is to offer thorough training to those desiring to fit themselves for teaching in the public schools.

The course will include a thorough review in the common branches, work in English and American Literature, Botany, Rhetoric, Civil Government, Algebra, Physical Geography, Zoology, Psychology, Pedagogy, Penmanship and Drawing.

The courses prescribed by the Indiana Teacher's Reading Circle are made elective.

As the successful teacher needs to know not only *what* to teach, but also *how* to teach, methods of presentation are constantly discussed in the classes. All the work of the course is given with the view of preparing those who take it to teach it to others.

Those passing the examinations in any of the branches of this course will receive credits which will stand in their favor if they should decide to take the Latin-Scientific course later.

FIRST YEAR.

FIRST TERM.

ARITHMETIC—Fractions, Common and Decimals.....(3)
GRAMMAR—Sentence.....(5)
ENGLISH HISTORY—54 B. C. to 1558 A. D.....(3)
READING—Enunciation; Pure Tone.....(2)
PENMANSHIP.....(5)
DRAWING.....(2)

SECOND TERM.

ARITHMETIC—Denominate Numbers.....(3)
GRAMMAR—Parts of Speech, Syntax.....(5)
ENGLISH HISTORY—1558 to present time.....(3)
READING—Force, Stress, Pitch.....(2)
PENMANSHIP.....(5)
DRAWING.....(2)

THIRD TERM.

ARITHMETIC - Percentage.....(3)
ELEMENTARY ENGLISH.....(5)
U. S. HISTORY—1492–1789.....(5)
BOTANY—Plant Morphology and Physiology.....(3)
DESCRIPTIVE GEOGRAPHY.....(5)

FOURTH TERM.

ARITHMETIC—Proportion, Literal Quantities.....(3)
ELEMENTARY ENGLISH.....(5)
U. S. HISTORY—1789 to present time.....(5)
BOTANY—Plant Analysis.....(3)
COMMERCIAL GEOGRAPHY.....(5)

SECOND YEAR.

FIRST TERM.

ALGEBRA—Integral Expressions, Simple Equations....(5)
PHYSICAL GEOGRAPHY—Structure and Division of the Earth's Surface.....(3)
AMERICAN LITERATURE—Early Writers.....(5)
ZOOLOGY—Invertebrates.....(5)
PSYCHOLOGY—Presentation, Representation.....(3)

SECOND TERM.

ALGEBRA—Factoring, Fractions.....(5)
PHYSICAL GEOGRAPHY—Phenomena of the Earth's Surface.....(3)
AMERICAN LITERATURE—Writers since 1850.....(5)
ZOOLOGY—Vertebrates.....(5)
PSYCHOLOGY—Thought, Emotion, Will.....(3)

THIRD TERM.

ALGEBRA—Fractional and Simultaneous Equations....(5)
PHYSIOLOGY.....(5)
ENGLISH LITERATURE—449–1700.....(5)
PEDAGOGY—General Principles.....(5)

FOURTH TERM.

ALGEBRA—Involution, Evolution, Radicals, Quadratics.....(5)
CIVIL GOVERNMENT.....(5)
ENGLISH LITERATURE—1700 to the Present.....(5)
PEDAGOGY—Methods of Teaching.....(5)

ACADEMIC SUBJECTS.

ENGLISH.

During the first two terms of the Normal course a thorough study is made of English Grammar, followed during the next two by a course in Composition and Word study.

Work in English extends through the entire Latin-Scientific course. Two recitations per week during the first year are given to class-work in Rhetoric. This subject is carefully studied from a technical standpoint. At the same time the student is required to write compositions and essays, in order to teach him to apply his knowledge.

The History of American and English Literature and some of the Masterpieces are studied in the second year.

During the last two years, two hours per week are devoted to the study of Masterpieces from representative authors. Many of the selections studied are those recommended for college requirements in the report of the Committee of Ten.

Each student is required to read some book during each term, and write a critique or a review on the work read.

LANGUAGES.

The course in Latin extends over four years, and includes Grammar, Composition, Versification and Derivation. Works read are Collar and Daniell's Lessons, Viri Romæ, Cæsar (five books), Cicero (six orations), Virgil's Æneid (four books), and selections from Ovid.

In addition to the above one year of Latin is offered as an elective. During this year special attention is given to Grammar and Word Analysis. Works read: De Senectute, De Lælius, Ovid's Metamorphoses and Livy. This course is open only to those who have completed the first four years' work.

Greek consists of a two years' course, and includes the elements of the language, four books of Xenophon's Anabasis, Homer's Iliad (three books), and selections from the New Testament.

German is offered as an option with the Greek, during the third and fourth years, and consists of the study of Grammar, Composition and German Literature. German conversation is introduced in a practical way.

HISTORY.

The course in History includes General, English and United States History. Some map work is insisted upon. Not only facts are studied, but the great movements which had a moulding influence on civilization are traced to their causes and followed to their results.

General History includes Roman, Grecian, Mediæval and Modern History. Two terms are given to United States History and two terms to the History of England.

GEOGRAPHY.

One year's work is offered in this subject in the Normal course. During the third term of the first year the work consists of Descriptive Geography and is followed by a term's work in Commercial Geography. During the first two terms of the second year a careful study is made of Physical Geography.

MATHEMATICS.

Arithmetic is required during the first year in the Normal course. In the Latin-Scientific course the work includes Elementary Algebra, Plane and Solid Geometry, Higher

Algebra, and Trigonometry. The aim of the course is two-fold: to cultivate 1st, the power of deductive reasoning, and 2nd, practical skill in the application of mathematical principles. To attain these ends the student is required to give logical and clear cut demonstrations of all principles and propositions, precise and complete explanations of problems, and to do practical work in original exercises.

NATURAL SCIENCES.

This work as outlined for the Latin-Scientific course provides for a continuous study for four years. The first two years' work is offered in the Normal course. Physical Geography serves as a good introduction to the other sciences, and is followed by the biological courses in logical order.

The course in Botany includes a thorough study of the essentials of plant structure and function. Specimens and microscopic slides are used in recitation, and the greater part of the spring term is given to practical work with the scalpel and microscope, and to plant analysis.

In the study of Zoology it is intended to give the student a general knowledge of the animal kingdom by a careful study in the laboratory and field of type forms. The simpler organisms are studied at first, and the course is concluded with a careful study Mammals.

With this preparatory science work the student is able to take an advanced course in Human Physiology. The didactic and laboratory methods are combined in such a way as to give the pupil a comprehensive and scientific knowledge of the structure of the human body and of the laws of health.

In order that the student may have the prerequisite mathematical training, the study of Physics is postponed until the third year. The text-book work is supplemented by lecture room experiments and individual laboratory work.

During the fourth year Chemistry is taken up, and the essentials of general Chemistry are presented. The student is required to perform a large number of carefully selected experiments illustrative of the principles studied.

All the laboratory and recitation work is conducted so as to train the student to do, to observe, to conclude and to express, thus making the scientific work a means of broad culture.

SCIENCE RECITATION ROOM.

PSYCHOLOGY AND PEDAGOGY.

The work in these subjects constitutes one continuous course of forty weeks, and is required of all Normal and Bible students, and may be elected by the Latin-Scientific Seniors.

Psychology is treated as one of the natural sciences, and the work of the text-book is supplemented by inference based on observation and experiments. The object of the course is to acquaint the student with the elementary laws of the mental life and to show him the best methods of psychic culture.

The first term's work in pedagogy is devoted to General Principles, and the second to Methods of Teaching. The aim of the course is rather to quicken thought and aid the student in forming just opinions on theories and methods than to prescribe any special devices.

PREPARATORY SUBJECTS.

Besides the advanced courses offered in the common branches as indicated in the preceding paragraphs, special classes may be organized whenever a sufficient number desire more elementary work. Beginning classes in Penmanship and Orthography are organized during the first week of each term.

ELECTIVES.

In the Latin-Scientific course German may be substituted for the two years' work in Greek. [For outline of the German see the Seminary course, pages 23–24.] Psychology, Pedagogy, Political Economy or Bible work may be substituted for a like number of hours in the Senior year. With the advice of the Principal other subjects may be substituted for some of those found in the Normal course.

Bible Department.

JONAS S. HARTZLER, Principal.....*Church History, Bible*
LINA ZOOK.....*S. S. Normal Work, Bible*
AMOS D. WENGER.....*Missions, Bible Lands*
GEORGE R. BRUNK.....*Church Doctrines*
SOLOMON F. GINGERICH.....*Psychology, Literature, History*
JOHN M. HARTZLER.....*English*

Never in the history of the Church has there been a time when a thorough knowledge of the Bible was so much needed as now. The field of usefulness for thoroughly consecrated young men and women who are well prepared for the work is constantly enlarging. The Two Years' course is outlined with this special object in view. At least two Bible subjects are offered in each term. We aim at a careful study of the spiritual import, and the applications of the precepts of the Bible to daily life.

A special Bible term will be conducted for four weeks following the Christmas vacation, for the benefit of those who can not complete the outlined course, but desire to devote a few weeks to such work. Classes will be organized in Gospels, Acts, Epistles, Church Doctrine, Sunday-School Normal Work, Church History, Missions, and Bible Lands. Students may take as many of these studies as they are able.

During the time of the special Bible term the classes in Old and New Testament History will be postponed and students desiring to finish the regular course will be required to take a corresponding amount of work in the Short course.

SCHEDULE OF STUDIES.

FIRST YEAR.

FIRST TERM.

OLD TESTAMENT HISTORY—To Book VI.....(4)
GOSPELS—To Parables by the Sea.....(5)
SYNTHETIC BIBLE STUDY—Historical Books.....(2)
GENERAL HISTORY—Egyptian and Grecian.....(4)
ENGLISH GRAMMAR—Sentences and their Elements...(5)

SECOND TERM.

OLD TESTAMENT HISTORY—To Book IX..... (4)
GOSPELS—To Passion Week..... (5)
SYNTHETIC BIBLE STUDY—Poetical Books..... (2)
GENERAL HISTORY—Roman..... (4)
ENGLISH GRAMMAR—Parts of Speech and Syntax..... (5)

THIRD TERM.

OLD TESTAMENT HISTORY—To close of Canon..... (4)
GOSPELS—To Ascension..... (5)
SYNTHETIC BIBLE STUDY—Prophecy..... (2)
GENERAL HISTORY—Mediæval..... (4)
ELEMENTARY ENGLISH..... (5)

FOURTH TERM.

NEW TESTAMENT HISTORY—To Birth of John the Baptist..... (4)
MOSAIC LAW..... (4)
SYNTHETIC BIBLE STUDY—New Testament..... (2)
GENERAL HISTORY—Modern..... (4)
ELEMENTARY ENGLISH..... (5)

SECOND YEAR.

FIRST TERM.

NEW TESTAMENT HISTORY—To Ascension..... (4)
ACTS OF THE APOSTLES..... (4)
THEOLOGY—To Book II, Chapter III..... (4)
AMERICAN LITERATURE—Early Writers..... (5)
PSYCHOLOGY—Presentation and Representation..... (3)

SECOND TERM.

NEW TESTAMENT HISTORY—To Destruction of Jerusalem..... (4)
EPISTLES—Galatians, I Peter, Hebrews..... (4)
THEOLOGY—To Book IV..... (4)
AMERICAN LITERATURE—Writers since 1850..... (5)
PSYCHOLOGY—Thought, Emotion, Will..... (3)

THIRD TERM.

PROPHECY—Amos, Isaiah, Zechariah..... (5)
THEOLOGY—To Book V, Chapter VII..... (4)
ENGLISH LITERATURE—449 to 1700..... (5)
PEDAGOGY—General Principles..... (5)

FOURTH TERM.

PROPHECY—Daniel, Ezekiel..... (5)
THEOLOGY—To Books VI and VII..... (4)
ENGLISH LITERATURE—1700 to Present..... (5)
EPISTLES..... (5)

BIBLE.

Under this head the Mosaic Law, Prophecy, Four Gospels and Epistles are considered. The aim in the study of the Mosaic Law is to get a thorough knowledge of the Law, the manner in which it was observed, and its effect upon the people. The work is discussed by topic.

Prophecy is studied in relation to its fulfillment, and to the times in which it was written. The similarity in the writings of contemporary prophets is also brought out.

The study of the life of Christ is taken up in a chronological order as found in the four Gospels. The motive and style of the writers are studied from their productions. Special attention is given to the teachings of the Savior, and their application to life.

The Epistles are the medium through which the writers and the condition of the churches can be studied. Their application to the church of to-day as well as to the individual occupies the greater part of the time devoted to this study.

SYNTHETIC BIBLE STUDY.

This is the study of the Bible as a whole. It is the aim of this method of Bible study to bring together the different books and passages into one complete whole, and to enable the student to understand the proper relation of the different parts of God's word.

HISTORY.

Old and New Testament History is given in this Department in order that the students may get a knowledge of the chronological order of events. The deeper truths of the Bible are studied directly from the Sacred Volume itself.

Outlines on General History will be found on page 14.

ENGLISH.

The need of a thorough knowledge of the derivation of words, the meaning of the various roots, prefixes and suffixes, as well as the proper use of words in a sentence, ability to punctuate and paragraph is evident to every Bible student. Word Analysis, and Grammar are placed in the course to supply this need.

For further information on the study of English, see page 13, and for Psychology and Pedagogy, page 17.

THEOLOGY.

The course in Theology continues throughout the second year for four hours per week. The object of this study is for intellectual development and more thorough preparation for general Christian work. Wakefield's text is used and treats of God and His Attributes, Authenticity and Inspiration of the Bible, Depravity and Free Moral Agency of Man, Work of the Holy Spirit, Prayer, Repentance, Faith, Obedience, Regeneration, Sanctification, Resurrection, Judgment, and Future Rewards and Punishments.

ELECTIVES.

Every person intending to do Foreign Mission work should take at least one of the outlined courses in Latin, Greek, or German. Arrangements for this can be made with the Principal at the beginning of the school year.

Correspondence Department.

This department, though but a few years old, has proven to be a very successful and helpful part of our school. The greater part of the work done thus far has been in the Bible department. Many who would otherwise be deprived of school privileges have found in these lessons, which are taken through the mails, a most satisfactory help in preparing for more thorough work in the Sunday-School, Young People's Meeting and the church service. No work will mean so much in real helpfulness to a Christian, as a careful, systematic study of the Word of God. Those who find it impossible to leave home and go to school for this purpose can let the school bring to them its aid for a better equipment for service.

The text-books are such as should be in every Bible student's hands. The work is outlined in sections and every one who can spare an hour or two each day can do very satisfactory work in any one of the courses and will feel himself repaid.

Courses are offered in Life of Christ, Acts and Epistles, Old Testament studies, Shorthand and Bookkeeping. Successful work has been done by students who have a desire to learn and are willing to devote the necessary time to it.

Life of Christ, Old Testament studies, and Acts and Epistles are six months' courses. Tuition for either of these is $6.00 or $3.00 for half of the course. Shorthand and Bookkeeping are six months' courses, tuition, $12.00. Text-books for the above will be sent postpaid as follows:

Life of Christ.....$1.25
Acts and Epistles.....1.25
Shorthand.....1.25
Bookkeeping, including all blanks, books, etc., for six months.....6.00

METHODS OF INSTRUCTION.

The student is assigned certain portions to be studied, with such directions and questions as will enable him to get a thorough understanding of the work. At the end of the week a full report of the study, with answers to all the questions, and other written matter that may be required, is sent to the instructor to be criticised and returned with lessons and directions for the future.

Elocution and Music Department.

WELLINGTON K. JACOBS, Director ..... *Chorus, Oratorio*
..... *Elocution, Physical Culture*
ALICE M. LANDIS ..... *Piano, Voice*
JONATHAN M KURTZ ..... *Botany, German*
SOLOMON F. GINGERICH ..... *Literature, History*
JOHN M. HARTZLER ..... *Grammar, Rhetoric*

SEMINARY COURSE.

This course is offered for ladies who desire to complete definitely outlined work along literary lines in connection with the special study of music or elocution. It is especially strong in the subjects of literature and history, and its purpose is to give such liberal culture as will fit young women for the various duties of home and public life.

SCHEDULE OF STUDIES.

FIRST YEAR.

FIRST TERM.

GERMAN—Grammar. ..... (5)
ENGLISH GRAMMAR—Sentence ..... (5)
ENGLISH HISTORY—54 B. C. to 1558 A. D. ..... (3)
READING ..... (2)
MUSIC—Rudiments ..... (3)
DRAWING—Cube and its modifications ..... (2)

SECOND TERM.

GERMAN—GRAMMAR ..... (5)
ENGLISH GRAMMAR—Parts of speech ..... (5)
ENGLISH HISTORY—1558—1900 ..... (3)
READING ..... (2)
ELOCUTION ..... (2)
DRAWING—Cylinder and its modifications ..... (2)

THIRD TERM.

GERMAN—Easy Reader.....(5)
ELEMENTARY ENGLISH—Syntax.....(5)
UNITED STATES HISTORY—1492—1789.....(5)
HARMONY .....(2)
ELOCUTION.....(2)
PENMANSHIP.....(5)

FOURTH TERM.

GERMAN—Short Selections: prose and verse.....(5)
ELEMENTARY ENGLISH.....(5)
UNITED STATES HISTORY—1789—1900.....(5)
HARMONY.....(2)
MUSIC—Sight reading.....(3)
PENMANSHIP.....(5)

SECOND YEAR.

FIRST TERM.

GERMAN—COLLAR'S Shorter Eysenbach.....(5)
AMERICAN LITERATURE—Early Writers.....(5)
PSYCHOLOGY—Presentation and Representation .... (3)
RHETORIC.....(2)
PRIVATE LESSONS IN MUSIC OR ELOCUTION.

SECOND TERM.

GERMAN—Die Journalisten .....(5)
AMERICAN LITERATURE—Writers since 1850.....(5)
PSYCHOLOGY—Thought, Emotion, Will.....(3)
RHETORIC.....(2)
PRIVATE LESSONS.....

THIRD TERM.

GERMAN—Wilhelm Tell, and, Das Lied der Glocke..(5)
ENGLISH LITERATURE—449—1700.....(5)
RHETORIC.....(2)
BOTANY—Plant Morphology and Physiology..... (3)
PRIVATE LESSONS.

FOURTH TERM.

GERMAN—Hermann and Dorothea.....(5)
ENGLISH LITERATURE—1700 to Present .....(5)
RHETORIC.....(2)
BOTANY—Plant Analysis.....(3)
PRIVATE LESSONS.

SECTION OF ZOOLOGY LABORATORY.

MUSIC.

It is the purpose of this department to give thorough instruction in the fundamental principles of vocal and instrumental music, to inspire with a love and appreciation of the best in music, and to encourage pupils to make persevering efforts to reach the highest possible attainments. Great stress is laid upon interpretation and expression.

Following is a complete outline of the regular course:

Private lessons in Piano.
" " " Organ (cabinet).
" " " Voice.
Class lessons in Theory.
" " " Rudiments of vocal music.

PIANO AND ORGAN.

I. Gymnastic exercises first give the required control, use and freedom of the fingers, hands and arms.

II. A thorough drill in scales and arpeggios develops the clear even touch so much to be desired.

III. Technical studies from Kœhler, Lœschhorn, Duveroy and Czerny are chosen with reference to the student's ability.

IV. Etudes, analysis, and interpretation of the works of the best composers are studied to develop the pupil's own musical feeling.

VOICE.

I. The first requisites for singing are freedom of throat and other vocal organs, and breath control. These are obtained by special exercises.

II. Practice of simple vowel sounds places the tones correctly and prepares for pronunciation.

III. Technical exercises and songs follow as soon as the student is competent.

In private lessons, ear training and sight singing are emphasized more than in this class work.

THEORY.

This course includes: I. Two terms of Harmony, consisting of a thorough knowledge of the major and minor scales, intervals, chords, and practice in part writing and

transposition. II. Two terms in Ear Training, which include the tonality of the scale firmly established, and the ear trained to analyze melodies; also drills in time.

RUDIMENTS OF VOCAL MUSIC.

This class is for all students who desire to learn to sing. Ear training, sight reading, drills in musical notation, and part singing form the work.

PHILHARMONIC SOCIETY.

The Philharmonic society affords thorough instruction and training in the rendition of Oratorios and selections from classic composers.

The works of Handel, Haydn and Mendelssohn are studied and public renditions of the same are given.

This work is free to all regular students.

CHORUS.

A chorus is formed of those who have satisfactorily passed an examination in the Rudiments of Vocal Music and are prepared to do part singing in sacred and secular choruses for public rendition.

ENSEMBLE.

Duets, trios and quartettes are formed in both vocal and instrumental music, so that the student may develop independence of thought and action.

The Institute Literary Societies vary their weekly programmes with musical numbers which are furnished by the pupils of this department, thus giving them the opportunity to acquire ease and self-control when before an audience. Pupils' recitals will be given occasionally during the year.

ELOCUTION.

Elocution does not consist in simply learning to recite a few poems correctly, but in carefully studying literature in order to understand what the author understood, to feel what he felt, to be able to know human nature in its different moods, and to cultivate the God-given faculty of speech.

Since the human voice can be employed to awaken and minister to the sense of the beautiful, then surely it should be cultivated. Since training in elocution helps to make of us good readers and speakers, it is worthy of our study.

In class work special attention is given to proper breathing, correct and refined pronunciation of English words, and distinctness in utterance. Throat difficulties caused by misuse of vocal organs are overcome, a pure, strong, musical voice is developed, and by physical training awkwardness in gesture is corrected.

The first reading work is colloquial, or common reading. Oratorical, grand, sublime, and reverential selections, or any style that the individual need of the student may require, are used in practice. The class work is a decided advantage to those planning to take the year of private work in the Seminary course.

PHYSICAL CULTURE.

This work is not confined exclusively to any particular method or system. The exercises are such as aim to give the body a symmetrical development and make it healthy and graceful. Experience has taught us all that students who study hard all day need this exercise as a rest for the mind.

The general work includes relaxing, walking and breathing exercises; Indian club, dumb-bell, wand and pole drills. With careful and persistent practice, such defects as stooping shoulders, incorrect poise of head, and acquired faults in the carriage of the body may be overcome. The results expected from this work are a development of weak muscles, freedom from awkwardness, a graceful bearing and ease and precision in the movements of the body.

Physical culture is given free of charge to those taking private lessons in Elocution.

ART.

The work in Art will consist of sketching from nature, portraiture and landscape work in crayon and pastel, water-color and oil painting.

Commercial Department.

WELLINGTON K. JACOBS, Principal.....*Penmanship, Bookkeeping*
ALICE M. LANDIS.....*Shorthand and Typewriting*
OLIVIA W. GOOD .....*Shorthand and Typewriting*
JONAS L. HARTZLER.....*Com. Geography, Com. Law*
SOLOMON F. GINGERICH.....*Economics, Civics, Literature*
JOHN S. HARTZLER .....*Grammar, Rhetoric*
LEWIS A. REISNER .....*Commercial Arithmetic*

COMMERCIAL COURSE.

In this practical age no education is complete without some preparation for the practical affairs of life. There is no business so small but what it can be run on strictly business principles, and no business, however large, but what owes its prosperity to the intelligence, skill, and knowledge of business principles of those who have it in charge. We cannot guarantee success in business but we will guarantee, that with a preparation such as is given by our two years' commercial course, the chances for a successful business career will be infinitely greater than they otherwise could be.

How high are you aiming?

We assert our belief in the doctrine of "What is worth doing at all is worth doing well." If your ambition is simply to be able to fill some small office position, and be the counting machine of the man who makes the money, a little preparation will suffice. Many a one who is filling a position of this kind is not alive to the possibilities which a little more preparation would put within his reach.

A short course will give you some practical knowledge but you cannot expect the discipline which a more liberal education will afford.

In order to meet the actual demands of the times and in accordance with the views of many of the leading business teachers of the world, we have outlined a course including

subjects which will help students to become more intelligent, useful and practical business men, as well as to fit them for positions of public trust and responsibility.

SCHEDULE OF STUDIES.

FIRST YEAR.

FIRST TERM.

BOOKKEEPING.....Budget A, Business Forms
ARITHMETIC.....Percentage
ORTHOGRAPHY.....Words in Common Use
PENMANSHIP.....Fundamental Movement Exercises
GRAMMAR.....Sentence
DRAWING.....The Cube and its Modifications

SECOND TERM.

BOOKKEEPING.....Budget B, Part I
ARITHMETIC.....Interest and Discount
ORTHOGRAPY.....Business Spelling
PENMANSHIP.....Neat, rapid, legible writing
GRAMMAR.....Parts of Speech
DRAWING.....The Cylinder and its Modifications

THIRD TERM.

BOOKKEEPING.....Budget B, Part II
ARITHMETIC—Partnership Settlements; Equation of Accounts.
ORTHOGRAPHY--Proper Names, Terms and Abbreviations
BUSINESS CORRESPONDENCE.....Rapid Letter Writing
COMMERCIAL LAW.
ELEMENTARY ENGLISH.

FOURTH TERM.

BOOKKEEPING.....Two More Partners Admitted
COMMERCIAL GEOGRAPHY.
BUSINESS CORRESPONDENCE—Business Letters, Notices, Advertisements.
ELEMENTARY ENGLISH.
MENTAL ARITHMETIC.....Rapid Mental Calculation
CIVIL GOVERNMENT.

SECOND YEAR.

FIRST TERM.

BOOKKEEPING.....Junior Practical
ECONOMICS.
SHORTHAND AND TYPEWRITING.
AMERICAN LITERATURE.....Early Writers

SECOND TERM.

BOOKKEEPING.....Senior Practical
ECONOMICS.
AMERICAN LITERATURE.....Writers since 1850
SHORTHAND AND TYPEWRITING.

THIRD TERM.

BOOKKEEPING.....Banking
SHORTHAND AND TYPEWRITING.

FOURTH TERM.

BOOKKEEPING—Stock Company's Manufacturing Set.
SHORTHAND—Office Work; Actual Business; Reporting Speeches and Lectures.
TYPEWRITING—Transcribing Above Work Correctly and Rapidly.

ONE CORNER OF BOOKKEEPING ROOM.

SHORT COURSE.

This includes instruction in the following subjects: Bookkeeping, Arithmetic, Commercial Law, Penmanship and Spelling. This was formerly our regular course, and is an excellent one for those who cannot attend more than about six months. Students who have taken this course may receive credit for it on our two years' course.

Students who finish their Budget work creditably will be admitted into the Junior Practical Department. The

management of the offices is not included unless special arrangements are made.

WHY YOU SHOULD ATTEND THIS SCHOOL.

The courses in the literary departments of the school are liberal, thoroughly up to date, and afford a large range of elective subjects to supplement the purely commercial branches, and at the same time instruction is given by specialists who are thoroughly competent. These are some of the advantages which the business department of a literary school affords, as literary work is entirely a secondary matter in purely short-course commercial schools.

Our two-year course may be finished in less than the specified time by High School graduates or students who have college credits.

ACTUAL BUSINESS DEPARTMENT.

The number of hours in the English branches is shown in the schedules of the Latin-Scientific and Normal courses.

Our department is thoroughly equipped for actual business. This should not be mistaken for mere theory work, which is sometimes termed "actual business practice," which is misleading. Our "actual business" is introduced after the theory work has been completed and consists of students buying and selling real merchandise by sample and dealing with real offices equipped with large blank books made especially for this purpose. Prices based on the market quotations are posted every morning as a guide to buying and selling. The following offices have been furnished, with which the student does business: Merchant's Bank, Commission House, Wholesale House, Freight office, Post-office and Real Estate office. As soon as competent, students take their turn as bookkeepers in these offices, which makes them acquainted with office routine and affords valuable discipline. Each student relies on himself. Neatness and accuracy is insisted upon and strong business characteristics are developed. Our students have appreciated these advantages. One says: "I was a little afraid to start in but I have received more benefit than any amount of theory work could have given." Many similar expressions could be added but space will not permit. Such a course cannot help but be of great value as a preparation for life's duties even to those who do not expect to enter active business life.

SHORTHAND AND TYPEWRITING.

ONE YEAR'S COURSE.

FIRST TERM.

SHORTHAND—Underlying principles; simple dictation exercises

TYPEWRITING—Knowledge and care of machine, fingering exercises.

ORTHOGRAPHY.....Definitions and Spelling

PENMANSHIP.....Fundamental Movement Exercises

GRAMMAR.....Sentence

AMERICAN LITERATURE .....Early Writers

SECOND TERM.

SHORTHAND...Underlying principles; dictation exercises
TYPEWRITING—Knowledge and care of machine; fingering exercise.
ORTHOGRAPHY.....Definitions and Spelling
PENMANSHIP .....Neat, rapid, legible writing
GRAMMAR.....Parts of Speech, Syntax
AMERICAN LITERATURE.....Writers since 1850

THIRD TERM.

SHORTHAND—Business letters; legal forms; speed dictation.
TYPEWRITING—Speed exercises; transcribing from shorthand notes
ORTHOGRAPHY—Business spelling; abbreviations; proper names.
LETTER WRITING....Correct forms; proper construction
ELEMENTARY ENGLISH.

FOURTH TERM.

SHORTHAND—Office work; actual business; reporting speeches and lectures.
TYPEWRITING - Transcribing above work correctly and rapidly.
BUSINESS CORRESPONDENCE—Writing, answering, copying and filing letters.
ORTHOGRAPHY.....Special words and terms
ELEMENTARY ENGLISH.

SUBJECTS.

BOOKKEEPING.

We use the "Budget System," an excellent combination of the theoretical and practical that at once enlists the student's interest and holds it to the end of the course. Our students study and handle actual business papers, and make records of such in their books; they do business as "business is done in business." Budget A consists of three sets in Double Entry Bookkeeping, using only the Journal, Check Book, Ledger and Balance Sheet. Budget B, Part I, adds the use of the Cash Book, Sales Book and Bill Book. In Part II of the same the student becomes familiar with the Invoice Book, the special columns and short methods of posting; and in the Ledger, Branch Store, Stock, Dividend, and investment and private accounts for each partner are opened.

BANKING.

The most modern styles of ruling are used in the entire set of books, consisting of Cash Books, General and Individual Ledgers, Discount and Collection Registers and Ticklers, Statement Book, and Stock Ledger. Students in turn fill the positions of Discount and Collection Clerk, Individual Bookkeeper, General Bookkeeper, Receiving and Paying Teller and Cashier.

COMMERCIAL ARITHMETIC.

A thorough knowledge of this subject is indispensable to business life. Our course is practical; we give many short methods and special drills for accuracy and speed.

COMMERCIAL LAW.

This course includes, in general, what every man should know of the laws governing contracts, deeds, mortgages and the more common business transactions.

ORTHOGRAPHY.

The ability to spell correctly words in common use, should be more generally acquired. A poor speller is a poor writer and has a poor chance for advancement.

PENMANSHIP.

We train students to write a neat, practical business hand at a fair rate of speed. We also give instructions in fancy flourishing and ornamental penmanship to those who want it. Most business men require a good hand writing; poor writing is often a bar to a good position, while good penmanship is sure to inspire confidence.

BUSINESS CORRESPONDENCE.

The writing and answering of business letters is carried on throughout the entire course. Correct forms, neat appearance, and good composition and writing are insisted upon.

CIVIL GOVERNMENT.

After a brief survey of the forms of Colonial and Revolutionary governments, a thorough study is made of the origin

and development of the Constitution of the United States. A careful analysis of the Constitution is made and its underlying principles are brought before the student. Due attention is also given to the relation existing between the National and State governments.

ECONOMICS.

Economics, or Political Economy, is the science of wealth or values. This course treats of the Production, Distribution, Exchange, and Consumption of Wealth; the relations between Land, Labor and Capital; Banks and Money; Protective Tariffs; Free Trade, etc. A study of this subject is essential to sound reasoning on social and industrial problems, and is of vital importance to good, intelligent citizenship.

COMMERCIAL GEOGRAPHY.

This treats chiefly of our imports and exports; where they can be produced at the least cost and where disposed of to the best advantage. The opportunities for the merchant in new countries are discussed and the great trade routes of the world studied.

PARTIAL VIEW OF SHORTHAND ROOM.

SHORTHAND.

The Shorthand course as outlined is intended to give young men and women such training as will enable them to do efficient work in any business office. The course is not intended to prepare students for general reporting. The requirements for graduation are: transcribing twenty-five words a minute on the typewriter from shorthand notes written at the rate of one hundred words a minute; and actual practice in business correspondence. Students must be able to do satisfactory work before a recommendation can be given to them.

TYPEWRITING.

Special attention in Typewriting is paid to accuracy. We aim to have students become accurate as well as speedy writers. As soon as possible they begin to practice writing from shorthand notes. Bank's Touch System of typewriting is taught. Students practice on Smith Premier and Remington machines.

ENGLISH.

A good business education requires a practical knowledge of good English. Our course provides for a careful study of the leading writers of American Literature, and at the same time the student is taught the principles of grammar, with special emphasis on composition and punctuation.

EXPENSES.

TUITION.

Including Laboratory and Gymnasium fees.

ACADEMIC AND COMMERCIAL DEPARTMENTS.

(Latin-Scientific, Normal, Business or Stenographic and Seminary Courses.)

One term of ten weeks	$10 00
Four terms of ten weeks each (*in advance*	35 00
Summer term, eight weeks	8 00

BIBLE DEPARTMENT.

Bible Course, per term of ten weeks	8 00
(Half rates to ministers.)	
Short Bible Course, four weeks	4 00
(Free to ministers and their wives.)	

ELOCUTION AND MUSIC DEPARTMENT.

Private Lessons in Elocution, Physical Culture, Voice Culture, or Instrumental Music, per hour	$ 50
Half hour	35
Class Lessons in Elocution, per term (20 lessons)	2 00

CORRESPONDENCE DEPARTMENT.

Life of Christ, Epistles or Old Testament Studies, for three months' work, each branch	$ 3 00
Bookkeeping or Shorthand, six months	12 00

(For prices of text-books for any of the above see page 22.)

BOARD AND ROOMS.

Board at the Institute Dining Hall, per term *in advance*	$15 00
Per week	1 75
Furnished rooms in private families, per week	50
Board and room in private families, per week	3 00

Rooms heated with steam or furnace heat, two in a room, will cost each student 75 cents per week *including* heat and light. Fuel is not furnished to students who pay 50 cents per week for a room.

Tuition and board must be settled in advance. Any one entering for less than a term will be given rates on application. Money will be refunded to any student who is obliged to leave school on account of protracted sickness. Transferable scholarships will be issued to students who leave school for other reasons.

General Information.

COURSES OF STUDY.

This catalogue gives a complete outline of the courses of study offered by the Elkhart Institute. Any one desiring to begin a particular branch of study should note carefully in the catalogue the date on which such branch begins in the regular course. Extra classes will be formed only when four or more students desire to take up the same study at the same time. Correspondence is invited when any special study is desired.

ARRIVAL OF STUDENTS.

Due notice should be given the Secretary of the time and train on which students will arrive, so that they may be met at the depot.

Students should leave their baggage at the depot, retain their checks, and come directly to the Institute building on Prairie Street, where arrangements may be made for room and board.

ROOMS.

It is necessary that students should have quiet rooms in which to study and rest aside from school hours. Arrangements have been made with private families to furnish carpeted rooms with bed-room set, stove, chairs, table and lamp. These will be rented to students at fifty cents per week for each student where two room together. Rooms heated with steam or furnace heat will cost each student seventy-five cents per week.

REPORTS.

Reports of students' work are regularly made at the end of each term. These are sent to the parents or guardians when desired. Reports will be made to parents, if requested, each month.

TEXT-BOOKS.

A list of books in use at the Institute is given elsewhere. In many cases, however, other books may be used to advantage. Students should bring with them their own books in the studies they wish to pursue here.

Text-books are on sale at the Institute at the rate charged by the city stores. At the end of the term students may return the books they have used and receive the price charged less twenty per cent for use.

LITERARY SOCIETIES.

Four literary societies, conducted by students, are in successful operation under the general supervision of the Faculty. They give ample practice for original composition and public speaking.

The Aurora society and C. M. A. debating club are for young men. They afford good training in logical debate and parliamentary law.

The Avon and Vesperian societies are open to all young women. Conjoint meetings open to the public are held every Friday evening.

RELIGIOUS ORGANIZATIONS.

A student organization has been formed for the purpose of promoting Christian growth and fellowship among its members, training them for Christian service, and doing aggressive work, especially among students.

The devotional meeting which has been a source of much spiritual blessing, meets once a week. One meeting each month is devoted to the subject of Missions. A special effort is made to help students to form the habit of regular devotional Bible study, and for this purpose Bible classes are organized which meet once a week for a review of the work as outlined for daily study. A full Four Year course is outlined for this work. First year, Gospels; Second Year, Acts and Epistles; Third Year, Old Testament characters; Fourth Year, Doctrines of Christ and the Apostles. A course in the study of Missions is also given, meeting regularly and studying the various phases and fields of missionary work.

PHYSICAL CULTURE.

All students will be required to take some work in Physical Culture during the two winter terms, unless excused by the Faculty. Gentlemen will have free access to a well equipped gymnasium and bath rooms. Ladies also have access to the gymnasium at stated intervals and will get class lessons in physical culture free of charge.

INSTITUTE MONTHLY.

This is a sixteen-page paper published in the interest of education and spiritual progress. It serves as a splendid medium for literary work, and as a means of communication between present and former students. Friends of the Institute, and all who are interested in Christian education, will find the columns of the Institute Monthly to be full of reading matter that is suggestive and helpful. Subscription price, 50 cents per year. Any profits derived from the publication of this paper will be applied in paying the general expenses of the school.

THE INSTITUTE DINING HALL.

The Board of Directors controls the Institute Dining Hall. Splendid board is furnished at $15.00 per term.

A plenteous supply of wholesome, nourishing food is furnished to the students at a very small margin above actual cost. The advantages of this plan are obvious. The necessary expenses are thereby greatly reduced.

LABORATORIES.

The chemical laboratory is equipped with gas connections, evaporating hood, and individual students' desks, which are supplied with Bunsen burners and the necessary reagents and apparatus, and a full line of chemical supplies.

Among the more prominent pieces of apparatus in the physical and biological laboratory are an air-pump, chemical balances, rotatory apparatus, pendulums, electrical machine, electrical battery, models and manikin, compound microscope and tables with apparatus for individual experimentation.

SITUATIONS FOR STUDENTS.

We are frequently asked whether we agree to furnish situations for those who finish a course here. Our answer is: We do not promise this. Such promises are seldom satisfactorily fulfilled. However, we have been able thus far to get good places for nearly all of our students who have desired them, and judging from the satisfaction they are giving, we will be able to do so in the future. We will do what we can for those who by honesty, thorough work, and genteel manners, prove themselves worthy of good positions.

DIPLOMAS AND CERTIFICATES.

Diplomas will be given to all students who finish the work as outlined in the Latin-Scientific, Normal, Bible, Two Year Commercial or One Year Shorthand Courses, on conditions that they have been students at the Institute at least one year. Graduates will be required to pay a graduation fee of $3.00 at the beginning of the last term of the Senior year.

Those who have not time to complete either of the regular commecial courses, or those who wish to take up only the main part of the courses, Shorthand and Typewriting, or Bookkeeping, Commercial Law, Commercial Arithmetic and Penmanship, will be given a Certificate of Proficiency for the work done. About three terms' work is required in either of these courses to fit students for light office work.

KINDERGARTEN.

This department is in charge of an experienced kindergartner and is open only during the summer months.

ENDOWMENT FUND AND DONATIONS.

The endowment fund has been materially increased during the last year, and a considerable amount has been received in donations. We hope that those who wish to make wills or donations in favor of the various church institutions, will also remember the Elkhart Institute.

A number of workers for the home and foreign mission fields have received their preparatory training at the Elkhart Institute, and are now actively engaged in mission work.

The courses of study offered provide for thorough training in language and Bible work, and excellent opportunities are afforded for actual experience in Christian work while attending the school. Worthy young men and women who wish to prepare for foreign mission work, and are without the means of meeting the necessary expenses, will receive their tuition free, if in the estimation of the Faculty they are capable of engaging in work in the foreign field. Any funds donated to meet the expenses of such students will be applied as requested by the donors, and for no other purpose.

ALUMNI ENDOWMENT.

The Institute Alumni Association has raised a fund, the income of which shall be used for some worthy purpose in connection with the Institute. If each graduating class will add proportionate amounts, the income of this fund will soon add very materially to the advantages that can be offered by the school.

FORM OF BEQUEST.

I hereby give, devise, and bequeath to the Elkhart Institute, at Elkhart, Ind., the sum of ——— to be used as ——— (place here, Endowment Fund, Students' Fund, or such other purpose as the donor may desire.)

STUDENTS COUNCIL.

In order to facilitate the most helpful relations between the Faculty and student body the Chairman of the Faculty meets once every four weeks with representatives of the various students' organizations. The problems of the school are discussed from the student's standpoint, the policy of the Faculty is explained and all suggestions of the students are carefully considered. We believe that this has aided in maintaining the feeling of good will so evident between teachers and students.

DISCIPLINE.

It is the aim of the Faculty to maintain such discipline as will make it possible for the students to do their best work and form good habits of conduct. The Chairman o

the Faculty and the Preceptress enforce the regulations as outlined by the Faculty and try to aid each individual student by advice and criticism, to cultivate that spirit which seeks not only that which is best and noblest for self, but which has even a greater concern for the highest welfare of every member of the school.

LABORATORY FEES.

The tuition paid by academic students covers the cost of chemicals and the use of the apparatus needed in the study of Chemistry, Botany, Zoology and Physics, but does not provide for the breakage of apparatus.

LIBRARY.

The library contains a large number of books, carefully selected from the best authors, both ancient and modern.

All students have free access to the books, reference works and periodicals in the library.

Three sets of Encyclopedias, Matthew Henry's Commentaries, Ridpath's Histories and other books of reference are found on the library shelves.

The missionary alcove contains a well-selected list of religious and missionary books. A new set of missionary Encyclopedias has lately been added.

Among the periodicals are the following: North American Review, Review of Reviews, Current Literature, Success, Pathfinder, Missionary Herald, etc.

NUGGETS.

Students should cultivate habits of economy. It is not necessary to spend two hundred dollars while taking a year's work in any course.

Simplicity in dress is desirable. Students should not come to school to parade their appearance.

All students should attend the weekly devotional meetings, regardless of their religious views.

Whether a Christian or not, every student should pursue one of the courses in devotional Bible study.

No student can afford to attend school without being a member of one of the literary societies.

Rules and Regulations.

I. All students are required:

1. To attend chapel every day.

2. To abstain from the use of tobacco and profane language on the Institute premises.

II. Non-resident students are required:

1. To attend Sunday-school and one church service each Lord's day at their regular place of worship.

2. To be in their rooms at 8 P. M., except, (a) On Saturday, when the time is extended to 10 P. M. (b) When attending church services. (c) When attending meetings at the Institute, after which services or meetings they shall go immediately to their rooms.

III. Lady students shall not receive gentlemen callers at their rooms.

IV. Students must select rooms from among those approved by the Faculty.

V. Lady and gentlemen students shall not take rooms in the same home.

VI. Persons furnishing rooms to students shall report all violations of these rules to the Faculty.

TEXT BOOKS USED.

ALGEBRA ..... *Wentworth*
ARITHMETIC—Commercial ..... *Packard*
ARITHMETIC—Practical ..... *Cook-Cropsey*

BOOKKEEPING ..... *Sadler & Rowe*
BOTANY ..... *Bergen*

CHEMISTRY ..... *Remsen*
CIVIL GOVERNMENT ..... *Townsend*
COMMERCIAL LAW ..... *Williams & Rogers*

DRAWING ..... *Webb, Zaner & Ware*

ECONOMICS ..... *Walker*

GEOGRAPHY—Physical ..... *Davis*
GEOGRAPHY—Political ..... *Redway & Hinman*
GEOGRAPHY—Commercial ..... *Tilden*
GEOMETRY ..... *Wentworth*
GERMAN ..... *Otis*
GRAMMAR ..... *Reed & Kellogg, Wisely*
GREEK ..... *Goodwin & White*

HARMONY ..... *Stevens & Burton*
HISTORY—English ..... *Montgomery*
HISTORY - General ..... *Myers*
HISTORY—United States ..... *Montgomery*

LATIN ..... *Collar & Daniell, Allen & Greenough*
LITERATURE—American ..... *Pattee*
LITERATURE—English ..... *Painter*

PEDAGOGY ..... *McMurry*
PHYSICS ..... *Wentworth & Hill*
PHYSIOLOGY ..... *Overton*
PSYCHOLOGY ..... *Halleck*

RHETORIC ..... *Hart*

SHORTHAND ..... *Day's Columbian*

THEOLOGY ..... *Wakefield*
TRIGONOMETRY ..... *Wentworth*

WORD ANALYSIS ..... *Swinton*

ZOOLOGY ..... *Colton*

THE ELKHART INSTITUTE ALUMNI ASSOCIATION.

OFFICERS.

J. M. KURTZ.....President
S. F. GINGERICH.....Vice-President
ADELINE V. BRUNK.....Recording Secretary
OLIVIA W. GOOD.....Corresponding Secretary
J. L. STEINER.....Treasurer

MEMBERS.

Bender, C. Edward, '01.....Grantsville, Md
Bergey, Amelia, '01.....New Dundee, Ont
Berkey, Lavona, '01.....Elkhart, Ind
Brunk, Adeline V., '01.....Elkhart, Ind
Byers, Mrs. N. E., '98.....Elkhart, Ind
Detwiler, Irvin R., '01.....Octavia, Neb
Ebersole, Frank S., '01.....Sterling, Ill
Gingerich, Solomon F., '00.....Elkhart, Ind
Good, Olivia W., '01.....Dakota, Ill
Holdeman, Anna C., '01.....Elkhart, Ind
Honderich, Samuel, '00.....Goshen, Ind
Kurtz, Jonathan M., '01.....Elkhart, Ind
Moyer, Anthony C., '01.....Elkhart, Ind
Musselman, John S., '01.....Intercourse, Pa
Royer, Isaiah W., '00.....Chicago, Ill
Steiner, Albert J., '00.....Bluffton, Ohio
Steiner, John L., '01.....Clarkesville, Mich
Umble, John S., '01.....West Liberty, Ohio
Zook, Lina, '01.....Elkhart, Ind
Zook, Frances R., '99.....Allensville, Pa

REGISTER OF STUDENTS.

March 26, 1901 to Feb. 1, 1902.

ACADEMIC DEPARTMENT.

Autenrieth, Annie.....Ind

Brennemen, J M.....O
Blosser, C R.....O
Beutler, Magdalena..... Ind
Bergey, Amelia..... .....Ont
Berkey, Lavona.....Ind
Byler, Elsie ....Kans
Brown, E W.....Ind
Buzzard, Rufus..... .....Ind
Byler, J I..... ....Pa
Baumgardner, Franklin .....O
Baumgardner, Ray..... O
Brown, Glenn..... .....Ind
Bender, C E... .....Md
Blough, Arvilla.....Ind

Coffman, Fannie.....Ind
Christophel, W B.....Ind
Culp, Grace .....Ind

Dinehart, Lena.....Ind
Davis, Fred.....Ind

Ebersole, Cora.....Ill
Ebersole, Reuben R.....Ill
Ebersole, F S.....Neb

Funk, James A.....Ont
Flohr, Amanda..... .....O

Greenwalt, Lulu..... . Ind
Gingerich, S F.....Ia
Grosh, Lydia A..... Ind
Good, Joseph. .....In t

Holdeman, Anna C.....Ind
Hansaker, Elizabeth.....Pa
Hartzler, John M.....Pa
Hansaker, E E..... .....Pa
Honderich, Samuel.....Ind
Heininger, Alta.....Ind
Hartzler, Simon C... .....O
Hartzler, J E.....Mo

Hostetler, Myrtle May....Ind
Harvey, Nellie.....Ind
Hilty, Clara.....O

Imhoff, C D.....Ill
Immel, Harry B.....Ind

Johns, Ira S.....Ind

Kile, Miriam.....Ind
Kurtz, Lydia.....O
Karstaedt, Clinton.....Ind
Kurtz, J M .....O
Kurtz, Vernon.....Ind
Kurtz, Orvin..... .....Ind
Kauffman, H B.....Ind

Lehman, Alma ..... O
Lapp, George I..... Neb
Landis, Bessie..... Mo
Lehman, Gertrude.....Ind
Lenhardt, Martha Lena....Ind
Leaman, Barbara.....Pa

Miller, Sam'l T.....Ia
Moyer, Wm C.....Ind
Malick, Katie. .....Ind
Martin, Luretta M.....Ind
Minnich, Lillie.....Va
McLaughlin, Muriel..... Ind
McCullough, Carrie .....Ind
Miller, Perry.....O
Musselman, John S.....Pa

Nebel, Katie .....Ia
Neu, Eva.....Ind
Palm, Tillie.....Sweden

Ramseyer, A C.....O
Rutt, A B .....Ind
Reist, Henry F. .....Pa
Rutt, Guy H..... .....Ind
Rutt, E J .....Ind
Roose, Nellie.....Ind

Shenk, Menno S.....O
Schertz, Louis C.....Ill
Shantz, Cora.....Ind
Summer, Peter D Ill
Shank, Clarence.....Ind
Stutzman, Lydia B.. ....O
Shirk, Clyde.....Ind
Schwartzkopf, H F.....Ind
Singer, Daniel.....Ind
Stauffer, Lena... .....Ont
Shupert, Claude.....Ind
Steiner, J L.....O
Shaum, Clyde.....Ind
Thornton, Boyd .....Ind
Troyer, Ellsworth A..... Ind
Umble, John S..... O
Van Patten, Maude.....Ind
Wert, Edna.....Ind
Wenger, L J..... .. O
Weldy, Leander... ... Ind
Yoder, Mamie M... .....O
Yoder, O C.....O
Yoder, J S..... ..... O
Yoder, Byron E .....Ind
Yoder, D J.....Ia
Zook, D B .....O
Zook, Bertha F ....Ind
Zook, Frances R.....Pa
Zook, Lina..... .... O

Total 103.

COMMERCIAL DEPARTMENT.

Blough, Elsie.....Ind
Broucher, Davida.....Ind
Bell, N B.....Ind
Brown, Lulu T..... Ind
Christophel, W W.....Ind
Carpenter, Ruby..... Ind
Draggoo, Mary.....Ind
Dolan, L Burnard.....Ind
Dickinson, Blanche.....Ind
Dausman, Arvilla.....Ind
Felt, Elliot.....Ind
Golden, Ruby .....Ind
Grady, Pearl.....Ind
Holdeman, J L.....Ind
Henry, F S.....Ind
Kohl, Almira.....Ind
Kane, A ....Ind
Kurtz, Orvin..... Ind
Leaman, Barbara.....Pa
Landis, J C.....Pa
Landis, Alice.....Mo
Lapp, M C.....Neb
Lehman, Arthur .....Ind
Landis, J E.....Pa
Merritt, Julia.... .....Ind
Moyer, A C.....Ind
Miller, Guy O.....Ind
McKnight, A D.....Ind
McDonald, E V.....Mich
Nunemaker, S..... ....Ind
Nelson, V E..... Ind
Pfile, L D Ill
Reed, Avis.....Ind
Reich, Fred.....Ind
Rickert, Oliver.....Ind
Royer, I W .....O
Richardson, Floyd.... ... Ind
Snyder, Oscar .....Ont
Summer, J D.....Ill
Surls, R H.....Ind
Senger, H M..... .O
Stutzman, D E..... O
Schultz, Chas.....Ind
Staples, Van.... .....Ind
Shafer, Pearl .....Ind
Stocker, August.....Ind
Smucker, A Y.....O
Stump, A.....Ind
Schertz, S C..... Ill
Shirk, Bert.....Ind
Schrock, Frank.....Ind
Umbenhouer, Leona.....Ind
Unzicker, G G.....Ill

Wenger, J E.....O
Weyrick, Viola.....Ind
Wilson, Goldine.....Ind
Wagner, Marjorie.....Ind
Wenger, A W..... Ia
Williams, Fred.....Ind
Witmer, S T.....Pa
Ziesel, Clarence.....Ind
Ziesel, Claude.....Ind
Zook, Purl.....Ind

Total 63.

BIBLE DEPARTMENT.

Burkholder, L J.....Ont
Bare, Lydia .....Mo
Bare, Nannie A.....Mo
Bergey, Eva .....Ont
Blough, Frank.....Ind
Brenneman, John M.....O
Dierberger, P W .....Neb
Detweiler, I R.....Neb
Ebersole Cora M.....Ill
Ebersole Esther R.....Ill
Eigsti J C.....Ia
Engel Alvina E.....Ill
Erb Samuel S.....Ia
Graybill, Wm W ..... Pa
Gerig, Emma.....O
Landis, J E..... Pa
Lehman, Alma.....O
Mann, Melinda.....Ind
Mast, Bessie.....Ind
Miller, Ira Y .....Ind
Miller, Minnie.....Ia
Minnich, Lillie F.....Va
Moyer, Barbara C .....Pa
Nafziger, Anna.....Ill
Plank, Anna C.....Ind
Pletcher, Landan..... Ind
Rosenberger, Isaiah.....Ont
Rutt, H H..... Ind
Rutt, Frances..... Ind
Senger, Rudy..... O
Shank, J R..... Mo
Smucker, A Y..... O
Schertz, Lydia..... Kan
Schwarzkopf, H F.....Ind
Shenk, Menno S.....O
Shoemaker, Edwin.....Ill
Slaubaugh, Amanda.....Pa
Smucker, Katie A.....O
Sommer, Bena.....Ill
Stalter, Anna.....O
Summer, C F Ill
Wenger, Anna May.....Pa
Wenger, Edith G.....Ia
Wenger, Ella.....Ind
Wenger, Lydia.....O
Yoder, Eli D.....O
Yoder, Addie.....Mo
Yoder, Levi S.....Ind
Yoder, Lizzie.....Ind

Total 49.

ELOCUTION AND MUSIC DEPARTMENT.

Berkey, Della.....Ind
Bergey, Amelia.....Ont
Blough, Elsie.....Ind
Burkholder, L J.....Ont
Beutler, Magdalene.....Ind
Berkey, Lavona.....Ind
Buzzard, Rufus.....Ind
Brenneman, John M.....O
Coffman, Fannie..... Ind
Coffman, Barbara.....Ind
Christophel, Anna..... Ind
Gingerich, S F.....Ia
Honderich, Samuel.....Ind
Holdeman, Anna ..... Ind
Kurtz, Alta.....Ind

Kurtz, Orvin .....Ind
Leaman, Barbara. .....Pa
Landis, Alice.....Mo
Minnich, Lillie..... .... Va
Musselman, John S.....Pa
Rutt, Albert B.....Ind
Schertz, L C Ill
Schertz, Lydia..... Kan
Shank, John R .....Mo
Shanower, Jennie.....O
Stutzman, Lydia B.....O
Shenk, Menno S.....O
Unzicker, Glenn.....Ill
Wenger, Dora.....O
Yoder, Fannie..... .. O
Yoder, Mary .....O
Yoder, Lucinda..... O
Zook, Lina..... O
Zook, Bertha.....Ind

Total 34.

CORRESPONDENCE DEPARTMENT.

Albrecht, Henry V.....Ill
Baer, Bertie L.....Md
Burkhart, Samuel..... ...Neb
Byler, J D.....Pa
Byler, Carrie.....Pa
Byler, J H.....Pa
Detweiler, Katie H.....Va
Good, S R..... Ill
Hamilton, J T.....Minn
Harshbarger, J B.....Pa
Hartzler, Mollie C..... Pa
High, Lucetta.....Ont
Hooley, Fannie R.....Pa
Kauffman, Anna H. .....Pa
Kauffman, Eva..... .....Ind
Kauffman, Ida..... Pa
Kauffman, J E.....Pa
Kauffman, Jonathan K.....Pa
King, S S.....Pa
Kreider, J M.....O
Kulp, Sallie..... Pa
Kurtz, Sarah M.....Pa
Mast, D M.....Mich
Miller, Mary K.....Pa
Musselman, C H.....Pa
Musselman, Ella Mae.....Pa
Newcomer, Katie D.....O
Snyder, A B.....Ont
Summers, David..... Pa
Tschantz, Fannie.....O
Wingard, Jennie. ....Pa
Wingard, Christy .....Pa
Yoder, Anna V.....O
Yoder, Emma E.....Pa
Yoder, Nannie M.....Pa
Yoder, S K.....Pa
Zook, Joshua B.....Pa
Zook, John L.....Pa
Zook, Samuel E.....Pa

Total 39.

ART DEPARTMENT.

Beckner, Hazel M.....Ind
Brunk, Adaline V. .....Ind
Bickel, Bessie.....Ind
Byers, Dora.....Ind
Baesecker, Winona ..... Ind
Cook, Martha.....Ind
Cook, Charlotte.....Ind
Davis, Edward.....Ind
Frink, Morissen.....Ind
Frink, Miriam.....Ind
Good, Olivia.....Ind

Hostetler, Mrs L S.. .....Ind
Jacobs, W K.....Ind
Jones, Mrs Seth.....Ind
Kies, Vesta.....Ind
Kurtz, Alta ....Ind
Ponder, Marie.....Ind
Unzicker, Glenn.....Ill
Zook, E J .... O
Zook, Lina .....O
Zook, Frances.....Pa

Total 21.

SUMMARY—March 26, 1901 to Feb. 1, 1902.

ENROLLMENT BY DEPARTMENTS.

Academic	103
Commercial	63
Bible	49
Elocution and Music	34
Correspondence	39
Art	21
Total	309
Total enrollment, counting each pupil but once	282

Students have been registered from twelve states, Canada and Sweden.

The Summer School.

June 17-August 8, 1902.

FACULTY.

N. E. BYERS, Principal
Mathematics, Sciences and Pedagogy.

J. S. HARTZLER
Geography, Reading Circle Work, History.

W. K. JACOBS
Commercial Branches and Vocal Music.

ANNA H. KAUFFMAN
Latin, English.

JOHM M. HARTZLER
Rhetoric.

The Summer School is under the general supervision of the Board of Directors. The session opens on the first Tuesday after Commencement and continues eight weeks, (June 17 to August 8, 1902). The courses of study are arranged to meet the wants of teachers and those preparing to teach; teachers who wish to make special preparation for advanced work; high school pupils who wish to review preparatory to admission to college or university, and all who desire a short course in Commercial or Academic work. The courses of study offered for the summer of 1902 are as follows:

COURSES OF STUDY.

HISTORY AND GOVERNMENT
- United States History.
- English History.
- Civil Government.
- General History.

BOTANY. Teacher's Course.
PHYSIOLOGY.
ZOOLOGY. Practical.
GEOGRAPHY. Descriptive and Physical.
ARITHMETIC. Cook—Cropsey's text.
ALGEBRA. Elementary.
GEOMETRY. Plane.
LATIN.
- Beginning Latin.
- Cicero.

ENGLISH.
- Grammar.
- Rhetorical Analysis.
- American Literature.

PEDAGOGY. Methods of Teaching.
PSYCHOLOGY.
VOCAL MUSIC. Rudiments.
DRAWING.
READING CIRCLE.
- Course Outlined for Indiana, Teachers.

COMMERCIAL DEPARTMENT
- Bookkeeping.
- Banking.
- Commercial Arithmetic.
- Commercial Law.
- Shorthand.
- Typewriting.
- Penmanship.
- Correspondence.

TUITION—$8.00 for the term, or $1.00 per week.

BOARD—$12.00 for the term, or $1.75 per week.

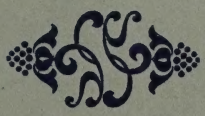
THE ELKHART INSTITUTE.

The

Elkhart Institute

Elkhart, Indiana

ESTABLISHED 1894.



Announcements for 1903-1904

CALENDAR.

1903.

Baccalaureate Sermon ..... June 7
Senior Class Exercises ..... June 11
Commencement Exercises ..... June 12
Annual Meeting Board of Directors... June 13
Normal Term Opens ..... June 16
Normal Term Closes ..... August 7
Fall Term Opens ..... September 29
Thanksgiving Vacation... Nov. 26 to Nov. 30
Fall Term Closes ..... December 23
Christmas Vacation ... Dec. 24 to Jan. 5, '04

1904.

Winter Term Opens. ..... January 5
Short Bible Term Opens ..... January 6
Short Bible Term Closes ..... February 3
Winter Term Closes ..... March 25
Spring Term Opens. ..... March 28
Annual Meeting Board of Directors .June 18
Baccalaureate Sermon. ..... June 19
Senior Class Exercises ..... June 21
Commencement Exercises ..... June 22
Normal Term Opens ..... June 14
Normal Term Closes ..... August 5

NINTH ANNUAL

CATALOGUE

OF THE

ELKHART INSTITUTE,

ELKHART, INDIANA.

ANNOUNCEMENTS

FOR

1903-1904.

CORPORATION.

BOARD OF DIRECTORS.

TERM EXPIRES IN 1903.

J. B. Zook.....Allensville, Pa.
M. S. Wambold.....Goshen, Ind.
J. S. Shoemaker.....Freeport, Ill.
C. Z. Yoder.....Weilersville, O.
M. C. Cressman.....Berlin, Ont.
Lewis Kulp.....Elkhart, Ind.

TERM EXPIRES IN 1904.

D. S. Loucks.....Scottdale, Pa.
J. O. Martin.....Elkhart, Ind.
I. W. Royer.....Orrville, O.
D. S. Yoder.....Bellefontaine, O.
S. B. Wenger.....South English, Ia.
J. S. Hartzler.....Elkhart, Ind.

TERM EXPIRES IN 1905.

A. D. Wenger.....Millersville, Pa.
C. P. Yoder.....Goshen, Ind.
S. R. Good.....Sterling, Ill.
John Blosser.....Rawson, O.
E. S. Hallman.....Berlin, Ont.
C. K. Hostetler.....Elkhart, Ind.

TERM EXPIRES IN 1906.

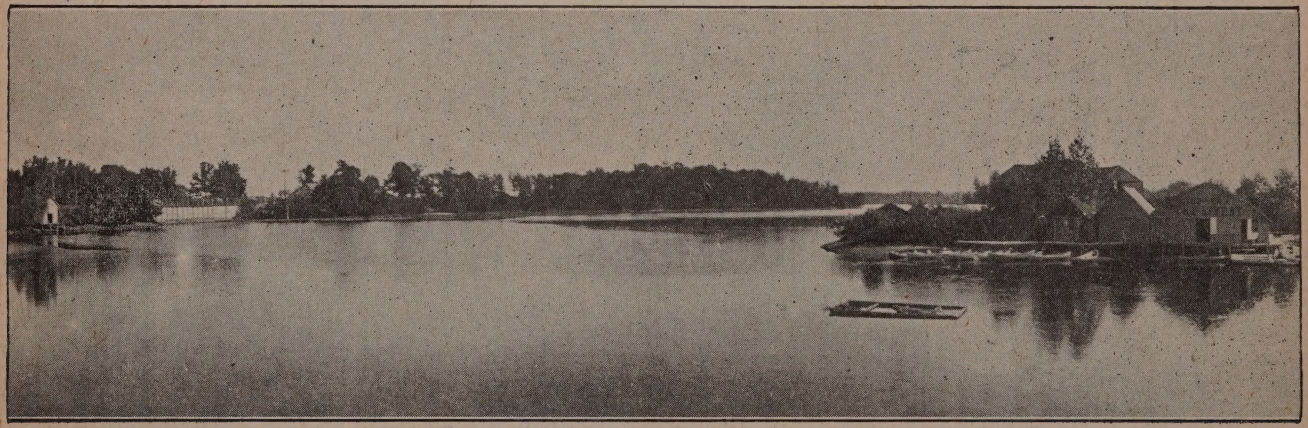
J. L. Ranck.....Strasburg, Pa.
A. R. Zook.....Topeka, Ind.
John Smith.....Metamora, Ill.
Allen Rickert.....Columbiana, O.
William Fretz.....Jordan Station, Ont.
F. S. Ebersole.....Sterling, Ill.
Principal N. E. Byers, *Ex-officio*, Elkhart, Ind.

EXECUTIVE BOARD.

C. K. Hostetler, Lewis Kulp, J. O. Martin, J. S. Hartzler.
Jacob Mast. M. S. Wambold, C. P. Yoder.

OFFICERS.

John Blosser, *President*.....Rawson, O.
M. S. Wambold, *Vice-President*.....Goshen, Ind.
J. S. Hartzler, *Secretary*.....Elkhart, Ind.
Lewis Kulp, *Treasurer*.....Elkhart, Ind.
C. K. Hostetler, *Business Manager*.....Elkhart, Ind.



ABOVE THE ST. JOE DAM, LOOKING EAST.

FACULTY.

NOAH E. BYERS, A. M., Chairman.

Graduate of Sterling (Ill.) High School 1894; B. S. Northwestern University, 1898; graduate work in Mathematics and Pedagogy, University of Chicago 1898 and 1900; A. M. Harvard University, 1903; taught in public schools of Whiteside Co., Ill., 1889-'91. Principal of Elkhart Institute, 1898—.

C. HENRY SMITH, A. M., Librarian.

Attended Metamora (Ill.) high school 1891–'93; attended Illinois State Normal, 1896; A. B. University of Illinois 1902; A. M. University of Chicago 1903; taught in public schools of Woodford Co. Ill., 1893-'96; instructor at Elkhart Institute 1898-'00.

EPHRAIM J. ZOOK, Ph. B.,

B. S. Ohio Normal University, 1897, Ph. B. Wooster University 1901; taught in public schools of Wayne Co., Ohio, 1891-'96; Principal of Canaan and Rittman schools, Wayne Co., Ohio, 1897-'99; instructor at Elkhart Institute, 1901—.

JONATHAN M. KURTZ,

Attended Ohio Normal University, 1896; graduate of Latin-Scientific Course Elkhart Institute, 1901; special work in Science and German, Wooster University and Oberlin College, 1901-'0 ; taught in public schools of Wayne Co., O., 1896-'00: instructor at Elkhart Institute, 1902—.

JONAS S. HARTZLER,

Attended Cook County Normal 1899 and Wooster University, 1899; taught in public schools of Noble and LaGrange counties, Ind., 1877-'87; ordained minister, 1881; instructor at Elkhart Institute 1895.—

*SAMUEL G. SHETLER,

Taught public school in Somerset Co. Pa.. 1887-'94; principal Hooversville and Holsopple schools 1894–'00; instructor in Summer Normal, 1893-'01; ordained minister, 1897; instructor at Bible conferences 1898-'03.

*JOHN BLOSSER,

Attended Ohio Normal University, 1876–'79; taught public school in Allen Co., O , 1877–'81; ordained minister 1891; instructor at Bible conferences 1900–'03.

ANNA H. KAUFFMAN, B. Pd. Preceptress,

Graduate First Pennsylvania State Normal 1900; taught in public schools of Lancaster, Co. Pa.. 1900-'02: instructor at Elkhart Institute Summer School, 1902; B. Pd., First Pennsylvania State Normal, 1903.

** Special Bible Term.*

WELLINGTON K. JACOBS,

Graduate of Commercial Course, Elkhart Institute, 1898; special work in Actual Business, Banking, and Penmanship, Eastman National Business College, Poughkeepsie, N. Y., 1899; instructor at Elkhart Institute, 1899—.

ALICE MAUD LANDIS,

Attended Union (Ore.) High School 1897-'00; graduate of Shorthand Course, Elkhart Institute 1901; studied music at Elkhart Institute 1901; at Northwestern University, 1901-'02; instructor in music and shorthand at Elkhart Institute, 1902—.

†SOLOMON F. GINGERICH,

Graduate of Normal and Latin-Scientific courses, Elkhart Institute, 1902; special work in Pedagogy and History, University of Chicago, 1902; taught in public schools of Iowa, 1893-'99; assistant instructor in Elkhart Institute, 1900-'02; instructor in Elkhart Institute, 1902-'03.

ASSISTANT INSTRUCTORS,

BRENDA FISCHER,

Graduate in piano in European School of Music, Ft. Wayne, Ind., 1893; teacher's certificate from Chicago Musical College, harmony and piano, 1903; piano teacher 1893—.

ANNA E. YODER,

Graduate of the Cumnock School of Oratory, Northwestern University, 1902; instructor at Elkhart Institute, 1902—.

DAVID B. ZOOK,

Graduate of Latin-Scientific Course, Elkhart, Institute 1902; assistant instructor at Elkhart Inst tute 1902—.

FRANK S. EBERSOLE,

Graduate of Latin-Scientific Co rse Elkhart Institute, 1901, taught in public schools of Whiteside Co., Ill., 1901-'03.

ANNA BECK,

Graduate of the Kindergarten Training School of Valparaiso, Ind., 1900. Teacher of Kindergarten Department of the Elkhart Institute 1900—.

†FANNIE E. COFFMAN,

Graduate Elkhart High School; Graduate of Latin-Scientific Course, Elkhart Institute 1902; instructor, Elkhart Institute Summer School, 1900.

† *Summer School.*

THE ST. JOE, FROM MAIN STREET LOOKING EAST.

Elkhart Institute.

HISTORY.

THE Elkhart Institute was founded in 1894. It was opened in the G. A. R. Hall in the city of Elkhart. Later a suitable building was erected on Prairie street. In 1895 the Elkhart Institute Association was organized and in 1898 it was incorporated under the laws of the State of Indiana. Under the charter given at that time the management was under the control of a Board of nine Directors. As the school grew and its interests expanded it was found that a wider representation was needed, and accordingly, at the annual meeting in 1901, the constitution was amended and the number of members on the Board of Directors increased to twenty-five. At this annual meeting a committee was appointed to receive propositions from different localities to provide larger grounds and more buildings, as it was evident that the growth of the school would soon make it necessary to increase the accommodations. It is the aim of this committee to decide on such a location as will not only supply present needs, but which will provide for the future growth of the institution.

AIM.

The Elkhart Institute bases its claim for patronage and support on the advantages it offers for obtaining a thorough education under Christian influences. The formation of sound character is its first aim. The object is to qualify men and women for every vocation in life; to train students in the exercise of clear, independent thought; to cultivate individuality; and to lead to the acquirement of knowledge which gives power. More than this, it is the aim to lead the young mind in attaining the "wisdom that is from above" without which knowledge fails to be a blessing.

ADMINISTRATION.

The management of the Elkhart Institute is under the control of a Board of twenty-five Directors. The members of this Board are elected by the stockholders at the annual meeting. The property of the Elkhart Institute is in the hands of this Board, which assumes a general supervision over all the affairs of the institution. The stock of the Elkhart Institute Association is issued in shares of twenty-five dollars each, is non-assessable, and entitles each shareholder to cast one vote at the annual meeting. Absent stockholders may vote by written proxy. By this plan the control of the school is in the hands of those who contribute to its support. The stock of the school is owned by members of the Mennonite denomination, who are interested in the education of their young people. This does not exclude others who may wish to attend the Elkhart Institute, but on the other hand a hearty invitation is extended to all who desire a liberal education under Christian influences.

RELIGIOUS INFLUENCE.

It is the belief of the managers of the Elkhart Institute that intellectual training, apart from morality and religion, only renders the possessor more harmful to the community, and that the influence of Christianity upon education is a wholesome one in the building of character. One of the prominent features of the school is the effort to impress on its students the claim and benefits of a Christian education. The daily and weekly devotional exercises will combine, in some measure, for all the students, practical Christian teaching with intellectual training. The Bible Department will affort special advantages in this line to the students who take this course of study.

LOCATION.

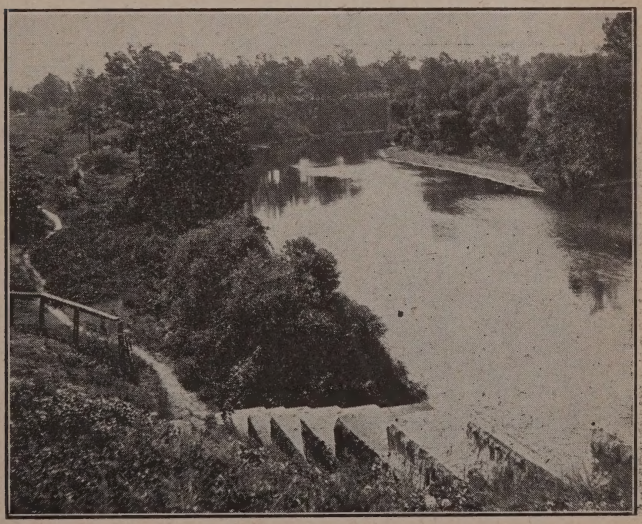
The Elkhart Institute is situated on Prairie street, Elkhart. It is in a desirable neighborhood in the southern part of the city. Elkhart has a population of eighteen thousand and all the improvements of large cities. It is located one hundred miles east of Chicago on the L. S. & M. S. and Big Four Railroads. The health of the city is excellent. The confluence of the Elkhart and St. Joe

rivers within the city limits and the natural scenery along the banks of these streams in and about the city lend a charm and picturesqueness to Elkhart and its surroundings that is not surpassed by any city in Northern Indiana. The story told by the camera as given on some of these pages will emphasize this fact and give a more accurate idea of Elkhart and its surroundings than can be given by a pen picture. The leading churches are represented in Elkhart. The Carnegie Library, the University Extension lectures and the Elkhart Lecture Association offer special advantages for general culture.

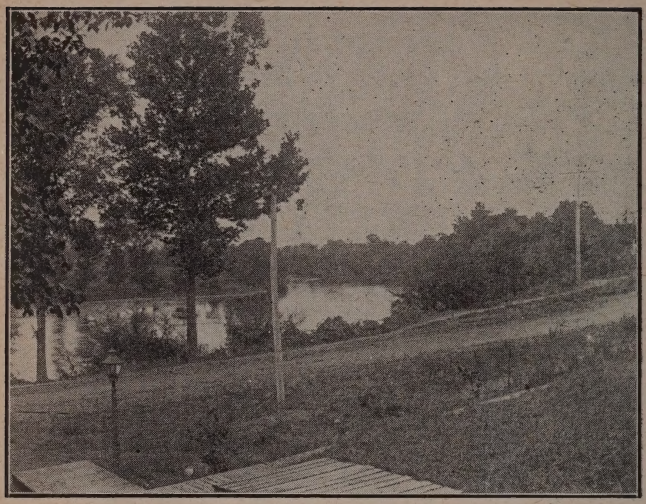
ADMISSION.

Any person of good moral character will be admitted, and can find work suited to his needs.

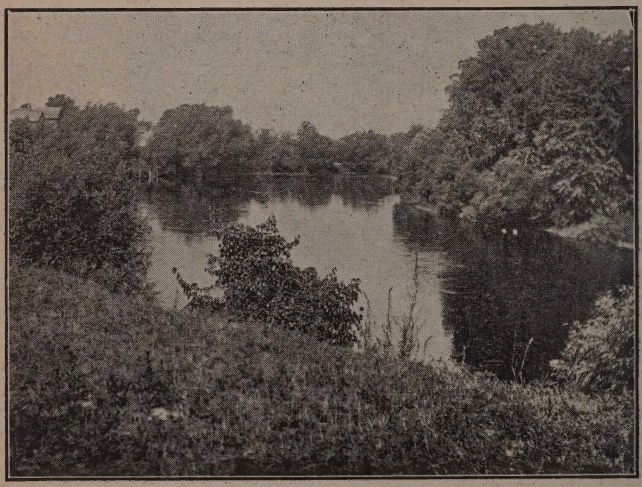
For information with regard to entrance requirements for the different courses, see introductions to various departments.



VIEW OF THE ELKHART RIVER.



APPROACH TO HIGHLAND PARK FROM THE EAST.



BEND OF THE ST. JOE RIVER, HIGHLAND PARK.

Academic Department.

NOAH E. BYERS, Principal.....*Mathematics, Philosophy*
C. HENRY SMITH.....*English, History*
EPHRAIM J. ZOOK.....*Latin, Greek*
JONATHAN M. KURTZ.....*Sciences, German*
ANNA H. KAUFFMAN.....*Common Branches, Methods*
DAVID B. ZOOK.....*Latin, German*
FRANK S. EBERSOLE.....*Common Branches*

ACADEMY COURSES.

The work of the Academy covers four years and is outlined especially for those who contemplate the completion of a college course.

Within the prescribed limitations the student elects courses, with the advice of the Principal, which will form four years of systematic instruction suited to his peculiar needs. The completion of this work will prepare the student for entrance to the best colleges and professional schools, or give a limited education for general culture to those who find it impossible to get college training.

ENTRANCE REQUIREMENTS.

Students who present certificates showing that they have completed the work of the eighth grade or common school studies and those holding teachers' certificates, will be admitted without examination in any subject except spelling. Those who are not sufficiently advanced to take this course will be required to take preparatory work in the common branches.

REQUIREMENTS FOR ACADEMY DIPLOMA.

In order to graduate, the student is required to have two hundred and four term credits of Academy work. Of these the following are prescribed; English, thirty-three credits; Languages, fifty-four credits, of which not less than

thirty will be accepted in any one language; History, fifteen credits; Natural Science, twenty-four credits and Mathematics twenty-five credits. All the other required credits will consist of electives from the Academy courses, or with the consent of the Principal and instructor in charge, from the College or Bible courses.

SUGGESTIVE CURRICULUM.

	FIRST TERM	SECOND TERM	THIRD TERM
	Hrs.	Hrs.	Hrs.
First Year	Latin 16 5	Latin 16.....5	Latin 16.....5
	Algebra 21.....5	Algebra 21.....5	Algebra 21.....5
	Phys. Geography 27a.....4	Phys. Geography 27a and Botany 27b....4	Botany 27b.....4
	English 4.....3	English 4.....3	English 4.....3
Sec. Year	Latin 17 5	Latin 17 5	Latin 17.....5
	Grecian History 1a ..5	Roman History 1b....5	English History 1c,..5
	Plane Geometry 22a..5	Plane Geometry 22a..5	Solid Geometry 22b..5
	English 5 2	English 5.....2	English 5.....2
Third Year	Latin 18.....5	Latin 18 5	Latin 18.....4
	Greek 13 *or*	Greek 13 *or*	Greek 13 *or*
	German 10.....5	German 10.....5	German 10.....5
	Zoology 28a.....3	Zoology 28a.....3	Physiology 28b..... 4
	English 6.....4	English 6.....4	English 6.....4
Fourth Year	Latin 19 *or*	Latin 19 *or*	Latin 19 *or*
	U. S. History 2a 4	U. S. History 2b. ... 4	Civics 2c.....4
	Greek 14 *or*	Greek 14 *or*	Greek 14 *or*
	German 11.....5	German 11.....5	German 11.....5
	Physics 29 4	Physics 29..... 4	Physics 29.....4
	Algebra 23. 2	Algebra 23.....2	Algebra 23.....2
	English 7.....2	English 7.....2	English 7.....3

COLLEGE COURSES.

From the following Program of Courses the student, with the advice of the Principal, constructs in accordance with previous preparation, personal characteristics and future needs, a systematic curriculum for two years' work. The limitations as to election of courses and the requirements for the College Diploma are stated on page 14.

The aim of these courses is to continue the instruction and discipline begun in the High School or Academy and thus complete a unified course of education which shall

develop the individual's interests and capacities, enable him to appreciate and use the resources of modern civilization, and thus prepare him to render his best services to society.

The daily activities of the student are so regulated as to gradually free him from the restraints and close supervision characteristic of the secondary school and develop the self dependence needed for the freer life of higher institutions of learning or of vocational life in general.

Those who expect to pursue more highly specialized university work can select their courses so as to be well prepared to enter the Junior year for any degree in our best institutions. One year of professional work in the Normal Department is offered for those graduates who desire to enter public school work, and the two years Bible Course will give excellent preparation for Christian service.

SUGGESTIVE CURRICULA.

CLASSICAL.

	FIRST TERM	SECOND TERM	THIRD TERM
	Hrs.	Hrs.	Hrs.
JUNIOR	Latin 20 4	Latin 20.....4	Latin 20... 4
	Greek 15..... 5	Greek 15..... 5	Greek 15.....5
	Trigonometry 24a....5	Algebra 24b..... .5	Analytics 24c.....5
	English 8..,.....2	English 8.....2	English 8.....2
SENIOR	Chemistry 30..... 4	Chemistry 30... 4	Chemistry 30.....4
	Medieval History 3a..5	Modern History 3b...5	Economics 3c.....5
	Psychology 25a.....5	Logic 25b...,.....5	Ethics 25c.....5
	English 9..... 2	English 9.....2	English 9. 2

SCIENTIFIC.

JUNIOR	Chemistry 30.....4	Chemistry 30.....4	Chemistry 30. 4
	Medieval History 3a.5	Modern History 3b. .5	Economics 3c.....5
	Trigonometry 24a... 5	Algebra 24b.....5	Analytical Geometry 24c.....5
	English 8.....2	English 8.....2	English 8.....2
SENIOR	Astronomy 31a.....4	Astronomy 31a.....4	Geology 31b.....4
	History of Education 26a *or*..... 5	Science of Education 26b *or*..... .5	School Management 26c *or*.....5
	German 12.....3 and	German 12.....3 and	German 12.....3 and
	Bible 32.....2	Bible 32.....2	Bible 32.....2
	Psychology 25a.....5	Logic 25b.....5	Ethics 25c..... .5
	English 9.....2	English 9.....2	English 9.....2

ENTRANCE REQUIREMENTS.

All students who present certificates, issued by schools accredited by the state universities, for work equivalent to that required for the Academy Diploma will be admitted to the Junior College class without examination. All others must satisfy the instructors of the different departments by oral or written examinations that they have had an equal amount of satisfactory training.

REQUIREMENTS FOR COLLEGE DIPLOMA.

In order to be eligible for graduation the student must have ninety-six term credits for College work. Of these twelve in English are prescribed and the others are electives.

PROGRAM OF COURSES.

HISTORY.

ACADEMY.

1a. *History of Greece.* *Five Hours. Fall Term.*

The aim of this course is to give a general survey of Grecian civilization up to the death of Alexander.

1b. *History of Rome.* *Five Hours. Winter Term.*

This course will give the student a general survey of the Roman world from the earliest times to 476 A. D. Special attention will be paid to those features of Roman history which were influential in determining the trend of medieval and modern civilizations.

1c. *History of England.* *Five Hours. Spring Term.*

The whole field of English history will be covered, but most attention will be paid to the century immediately preceding the American Revolution. A text book will be used but collateral reading will be required, especially documents, extracts from source books, etc.

2a. *United States History.* *Four Hours. Fall Term.*

The first term is devoted entirely to colonial history. Original documents, charters, contemporary writings, journals, etc., will be used as far as available.

2b. *United States History.* *Four Hours. Winter Term.*

Course 2b is a continuation of course 2a.

The period under the constitution (1789——) will be studied during the second term. The same method will be pursued in the fourth year. As much time as possible will be given to the social aspect of American history.

2c. *Civics.* *Four Hours. Spring Term.*

This course is a study of the machinery of government in the United States, and consists of the following: Formation of the Constitution, Analysis of the Constitution, Relation of Federal and State Goverments, Political Parties and their relation to the Government. Comparisons will be made continually with forms of foreign Governments.

COLLEGE.

3a. *Medieval History.* *Five Hours. Fall Term.*

This course covers the field of European History from the fall of Rome 476 A. D. to the fall of Constantinople 1453. Special attention will be given to the following subjects; Influence of Rome on medieval civilization, Rise of the Papacy, Feudalism, and Free cities, Beginnings of the Renaissance.

3b. *Modern History.* *Five Hours. Winter Term.*

History of Europe from Fall of Constantinople to the present. The Protestant Reformation, Rise of Democracy, Nationalization of Europe. One term paper will be required on some special topic.

3c. *Economics.* *Five Hours. Spring Term.*

This course treats of the Production, Distribution, Exchange, and Consumption of Wealth; the relations between Land, Labor and Capital; Banks and Money; Protective Tariffs; Free Trade, etc. A study of this subject is essential to sound reasoning on social and industrial problems, and is of vital importance to good, intelligent citizenship.

ENGLISH.

ACADEMY.

4. *Rhetoric.* *Three Hours. Three Terms.*

The student is expected to hand in one theme from

200 to 500 words in length each week. A text book will be used and as much time as can be profitably spent will be devoted to the technical side of the subject. The most stress, however, will be laid on practice in composition.

5. *English.* *Two Hours. Three Terms.*

The following works will be read,—

The Sir Roger de Coverly Papers, The Ancient Mariner, Silas Marner, and Ivanhoe.

These works will be studied in class. In addition each student will do collateral reading suggested by the instructor each term and will be expected to pass an examination on it. A taste for the best can be acquired only by a wide reading of the best. The policy of the English department is to have the student read as widely as possible.

6. *English.* *Four Hours. Three Terms.*

During the first term the history of English literature will be taken up. The next two terms will be devoted to Shakespeare. Merchant of Venice and Julius Caesar are the works to be studied in detail. Some attention will be paid to plot construction but most of the time will be given to explaining of allusions, interpretation of words and getting a clear idea of the meaning of the plays in general. Correct and intelligent reading will be insisted upon. Outside reading will be carried on as in the previous course.

7. *English.* *Two Hours. Three Terms.*

Milton's Minor Poems, Chaucer's Canterbury Tales, Lowell's Vision of Sir Launfal, and Macauley's Essays on Milton and Addison. The outside reading will be continued.

COLLEGE.

8. *Rhetoric.* *Two Hours. Three Terms.*

Weekly themes will be required. The characteristics of the different forms of composition,—Description, Narration, Exposition and Argumentation will be analyzed. One long brief or debate will be required in the work on argumentation. During the spring term some of Webster's and Burke's speeches are analyzed.

9. *English.* *Two Hours. Three Terms*

The second year is given to a study of the general field of English and American literature. Different forms of literature are noticed. Epic poetry, Drama, Lyric, Ballad, Sonnet, Essay, etc. This course requires wide reading.

GERMAN.

ACADEMY.

10. *German.* *Five Hours. Three Terms.*

The work of the first half of the first year consists of a thorough study of the Grammar, forms of inflection and vocabulary. In the last half of the year the translation of easy prose and poetry puts into practice the principles learned and serves as a preparation for the study of classical German.

11. *German.* *Five Hours. Three Terms.*

The first term of the second year is devoted to a careful review of the Grammar and the application of its principles in the translation and composition of German prose. In the second and third terms the translation of standard German Literature is taken up. Freytag's "Die Journalisten," Goethe's "Hermann und Dorothea" and Schiller's "Wilhelm Tell" are read. A part of the year is given to composition work based on the texts read.

COLLEGE.

12. *German.* *Three Hours. Three Terms.*

The third year is given to the reading of some historical work in German and the further study of German Dramatic Literature. Schiller's "Die Yungfrau von Orleans" and "Maria Stuart" are read in the second and third terms. Given as an Elective in the Senior year. Open to all who have completed courses 10 and 11.

GREEK.

ACADEMY.

13. *First Year Greek.* *Five Hours. Three Terms.*

The first two terms are devoted to elementary lessons in Greek, affording an adequate preparation for reading

Xenophon's Anabasis which is studied the third term. Practice in reading at sight and study of grammar is begun.

14. *Second Year Greek.* *Five Hours. Three Terms.*

The first part of the year will be given to exercises in writing Greek prose, based on the Anabasis. During the remainded of the year the Anabasis will be read. Grammatical forms and rules of syntax will be reviewed. Attention will be given to sight reading, and the principal parts of irregular verbs.

COLLEGE.

15. *Third Year Greek.* *Five Hours. Three Terms.*

Homer's Iliad will be read the first term. Practice in reading at sight and scansion. In the second and third terms selections from Lucian and Plato will be studied.

LATIN.

ACADEMY.

16. *First Year Latin.* *Five Hours. Three Terms.*

Latin is begun in the first year of the Classical and Scientific courses. It is considered of great importance that the student should lay a good foundation for the work of the following years. Careful attention is given to the mastery of inflections and the most important rules of syntax. The student is trained from the beginning to translate into good Latin, easy exercises which are dictated by the instructor. An attempt is made to train the beginner to grasp the meaning of the Latin before translating, and then to render it into idiomatic English. The spring term is devoted to easy Latin readings.

17. *Second Year Latin.* *Five Hours. Three Terms.*

During this year Latin grammar is carefully reviewed. Special attention is given to written prose exercises, which are based on Caesar, thus enabling the student to put into practice the forms and rules of grammar. In the first part of the year some easy Latin will be read. This will be followed by six books of Caesar.

18. *Third Year Latin. Five Hours, Two Terms; four hours, One Term.*

The first term will be devoted to Sallust's Cataline and

Latin prose composition. This will prepare the student to enjoy the orations of Cicero, which will be taken up the second term. In this year some attention will be given to sight reading. An attempt will be made to understand the life and times of Cicero. Sallust's Cataline and six orations of Cicero will be required.

19. *Fourth Year Latin.* *Four Hours. Three Terms.*

The fourth year will be given to the study of Latin poetry. In the first and second terms four books of Virgil will be read. The third term will be devoted to the study of Ovid. Careful attention will be given to scansion, and the literary merits of the poets of the Augustan age.

COLLEGE.

20. *Fifth Year Latin.* *Four Hours. Three Terms.*

This year's work aims to give the student an appreciation of the life and spirit of the Romans. The inflection of nouns and verbs is carefully reviewed. Special attention is given to Word Analysis and Syntax. In the first term Cicero's De Senectute and De Laelius will be read; second term Tusculan Disputations; third term, Livy, Book 5.

MATHEMATICS.

ACADEMY.

21. *Elementary Algebra.* *Five Hours. Three Terms.*

This course includes the subject of quadratic equations and all those subjects that naturally precede it. Most of the time is spent on the fundamental processes, factoring, the statement of the problems and the reduction of equations. Knowledge of methods and skill in their application are emphasized rather than the demonstration of principles.

22a. *Plane Geometry. Five Hours. Fall and Winter Terms.*

In the first part of the course special attention is given to the method of demonstration and accurate statement. Later much of the time is given to demonstration of original problems. Thus the student gains a knowledge of pure space applicable to many of the common objects about him and at the same time develops the ability to reason logically.

22b. *Solid Geometry.* *Five Hours. Spring Term.*

The methods pursued in plane geometry are continued and special attention is given to the solution of problems and the demonstration of propositions without the aid of a text.

23. *Review Algebra.* *Two Hours. Three Terms.*

The subjects of elementary Algebra are reviewed and completed. Special attention is given to the demonstration of all the principles and the solution of the more difficult problems.

COLLEGE.

24a. *Trigonometry.* *Five Hours. Fall Term.*

This course includes plane and spherical trigonometry and special attention is given to trigonometic functions, the development of formulæ, the reduction of trigonometric equations, and the solution of triangles.

24b. *Algebra.* *Five Hours. Winter Term.*

This course presupposes a thorough course in elementary algebra equivalent to the work outlined in Wentworth's New School Algebra. Special attention is given to the theory of exponents, binomial theorem, series, theory of equations and determinants. Much emphasis is placed on the rigid demonstration of all rules and formulæ and the solution of enough selected problems to provide for the application of the principles.

24c. *Analytical Geometry.* *Five hours. Spring Term.*

After a thorough discussion of loci and their equations, the course includes the study of the straight line, circle, parabola, ellipse and hyperbola. A large number of problems requiring original thought are solved.

PHILOSOPHY.

COLLEGE.

25a. *Psychology.* *Five hours. Fall Term.*

After a brief survey of the general field of the subject the course devotes itself entirely to normal human psychology. Consciousness is studied both as a series of complex mental processes, and as a relation of conscious selves to

each other. The study and discussion of the text is supplemented by introspective observation, experiments before the class, collateral reading from other authors and lectures by the instructor.

25b. *Logic.* *Five hours. Winter Term.*

The course includes the study of deductive and inductive reasoning and a brief discussion of the nature of thought. Much exercise is given in the solution of logical questions, the examination of arguments and the detection of fallacies.

25c. *Ethics.* *Five hours. Spring Term.*

After a discussion of the scope of ethics and its relation to other divisions of philosophy the course will treat of the psychological and sociological aspects of the subject, the theories of moral standard, and the concrete moral life. Constant reference will be made to the bearing of ethical theory upon modern social and industrial problems. The discussion of the text will be supplemented by the reading of other authors, theses by the students and lectures by the instructor.

26a. *History of Education.* *Five hours. Fall Term.*

The course includes the study of the standards of culture and ideals of life that have controlled oriental, classical, and Christian peoples and the systems of education that have been developed as expressions of these ideals. Special attention will be given to the historical development of modern theories and practices. In addition to the reading of a series of texts each student will prepare and read before the class one thesis based on the reading of primary sources.

26b. *Science of Education.* *Five hours. Winter Term.*

The aim of the course is to consider the meaning and processes of the rationalized endeavor by which various features co-operate in developing the powers of the child so as to give the highest individual and social efficiency. The work will consist of lectures, the discussion of prescribed reading from the works of Rosenkranz, Spencer, Butler, Tompkins, Dewey and Hanus, and the reading of theses prepared by the students.

26c. *School Management.* *Five hours. Spring Term.*

A comparative study is made of state, county and city school systems with reference to their organization and courses of study; the qualifications and duties of officers of administration and instruction are considered and the means and methods of instruction and discipline are presented. The work will consist of lectures, the study of school laws and documents, school visiting and the preparation of theses based on prescribed reading.

SCIENCE.

ACADEMY.

27a. *Physical Geography. Four hours. First Half Year.*

This course is a general consideration of the physical environment of man. It includes a study of the earth as a globe, the atmosphere, the ocean, and the land. Special attention is given to the origin, development, and classification of the various types of land forms.

27b. *Botany.* *Four hours. Last Half Year.*

The first part of the course is devoted to a study of the structure, functions, and classification of plants. This is followed by laboratory work, which is devoted to carefully written descriptive analyses of typical forms of flowering plants, and the preparation of a small herbarium.

28a. *Zoology.* *Three hours. Fall and Winter Terms.*

This course consists almost exclusively of laboratory and field work. The laboratory work consists of dissection and comparative study of type forms representing the great branches of the animal kingdom. Students are required to take notes of their observations. A thesis is required each term on an animal selected from the list studied by the class.

28b. *Physiology.* *Four hours. Spring Term.*

With Zoology as an introduction the student is able to take an advanced course in Human Physiology. The didactic and laboratory methods are combined in such a way as to give the pupil a comprehensive and scientific knowledge of the structure of the human body and of the laws of health.

29. *Physics.* *Four hours. Three Terms.*

This is a general course extending over the entire subject. Its object is to give the student a thorough knowledge of the simpler experimental facts of physics. It treats of the general properties of matter, mechanics, sound, light, heat, magnetism and electricity. The work of the class room and laboratory supplement each other and are considered of equal importance. Each student is required to keep a complete and accurate record of every experiment performed.

COLLEGE.

30. *Chemistry.* *Four hours. Three Terms.*

This course is a brief introduction to the study of Chemistry. The different elements, metallic and non-metallic, are studied, together with their more important chemical compounds. Some of the most important principles of chemical philosophy are considered and fully illustrated by a large number of experiments performed by each student in the laboratory. Full notes on the laboratory work is required.

31a. *Astronomy.* *Four hours. Fall and Winter Terms.*

This course is designed to give the student a general knowledge of mathematical and descriptive Astronomy. The instruction is based upon the use of a text-book, and observation is encouraged as far as possible.

31b. *Geology.* *Four hours. Spring Term.*

The main outlines of the entire subject of dynamical, structural and historical Geology is covered in this course. It includes a study of weathering, rivers, lakes, glaciers, ocean, nature and origin of rocks, mountain formation, volcanoes, earthquakes, and other subjects of a similar nature.

SCIENCE DEPARTMENT.

Normal Department.

NOAH E. BYERS, Principal..... *Mathematics, Philosophy*
ANNA H. KAUFFMAN..... *Common Branches, Methods*
C. HENRY SMITH..... *English, History*
EPHRAIM J. ZOOK..... *Latin*
JONATHAN M. KURTZ..... *Sciences*
DAVID B. ZOOK..... *Latin*

The purpose of the Normal School is to give training to those who desire to teach. The qualifications of the teacher are, a thorough knowledge of the subject matter to be taught, a comprehension of the nature of the individual to be educated, and skill in drawing out the powers of the learner's mind by bringing it into unity with the subject matter taught. The Normal School aims to teach its students not only the branches of knowledge but also the process by which the learning mind acquires knowledge, not only the nature of the learner's mind, but the laws by which this mind grows.

A course has been outlined requiring four year's work from a country school or eighth grade graduate, or two years work from a graduate of the Academic department or a graduate of a standard High School.

The student is first of all required to pursue a number of Academic or cultural studies such as Latin and Algebra in order to develop his powers of reasoning, and to broaden his comprehension and knowledge. Then he is required to make a critical and thorough study of the common branches with special reference to the fundamental principles upon which they are based and to the methods by which they can best be taught to others. Finally he is required to both observe and to practice teaching in a model school. His theories on education will thus be made practical, and he will have acquired skill in the art of teaching.

SUGGESTIVE CURRICULUM.

	FIRST TERM	SECOND TERM	THIRD TERM
	Hrs.	Hrs.	Hrs.
1ST YEAR	Latin 16.....5	Latin 16.....5	Latin 16.....5
	Algebra 21.....5	Algebra 21.....5	Algebra 21.....5
	Phys. Geography 27a.....4	Phys. Geog. 27a.....4 and Botany 27b.....4	Botany 27b.....4
	English 4.....3	English 4.....3	English 4.....3
2ND YEAR	Latin 17.....5	Latin 17.....5	Latin 17.....5
	Grecian History 1a...5	Roman History 1b...5	English History 1c...5
	English 5.....2	English 5.....2	English 5.....2
	Vocal Music 32.....2	Vocal Music 32.....2	Vocal Music 32.....2
	General Method 33a..5	Arithmetic 33b.....5	Arithmetic 33b.....5
3RD YEAR	Psychology 25a.....5	Logic 25b.....5	Ethics 25c.....5
	Grammar 34a.....5	Grammar 34a.....5	Geography 34b.....5
	*U. S. History 35a....5	U. S. History 35a....5	Reading 35b.....5
	Nature Study 36.....2	Nature Study 36.....2	Nature Study 36.....2
	*Observe Teaching 37.	Observe Teaching 37..	Observe Teacher 37...
4TH YEAR	History of Education 26a.....5	Science of Education 26b.....5	School Management 26c.....5
	Zoology 28a.....3	Zoology 28b.....3	Physiology 28b.....4
	English 6.....4	English 6.....4	English 6.....4
	*Practice Teaching 38	Practice Teaching 38..	Practice Teaching 38..

*These studies will not be given during the year 1903-04.

PROGRAM OF COURSES.

ACADEMIC COURSE.

The courses numbered, 1a, 1b, 1c, 4, 5, 6, 16, 17, 21, 25a, 25b, 25c, 26a, 26b, 26c, 27a, 27b, 28a, and 28b, are described under the Program of Courses in the Academic Department, pages 14–22.

GENERAL METHOD.

33a. *General Method.* *Five hours. Fall Term.*

The object of this course is to give the student a comprehension of the true aim of education and the general method by which the mind is developed. The subjects of interest, induction and apperception, and their bearing upon mind processes are thoroughly discussed.

COMMON BRANCHES.

About one year of the Normal course is devoted to a thorough, reflective study of the common branches. Most of them are taught in the third year. They are not pursued and taught as in a common elementary school. The student is required to possess the usual general knowledge of these subjects to be admitted. He now studies them from the teacher's standpoint. The subject matter is presented in the light of pedagocial principles, and the student is not only acquiring a better knowledge of the subjects themselves, but he is learning to teach them. His comprehension of the fundamental principles of the common branches is thus enlarged and deepened.

33b. *Arithmetic. Five hours. Winter and Spring Terms.*

The work in Arithmetic consists in the study of the nature of numbers, the laws and principles that underlie arithmetical processes, and the relation between the various parts. The student is led to see the deeper unity existing in number relations, and thereby is enabled to make a wider application of his knowledge of the subject matter.

34a. *Grammar. Five hours. Fall and Winter Terms.*

In this course a general survey of the subject matter of English Grammar is made. As language is the expression of thought, thought structure and language structure are studied in their various relations. The sentence, which is the expression of a single thought, forms the basis for the study of language structure. The sentence with its numerous forms and various shades of meaning will be the central object of study.

34b. *Geography. Five hours. Spring Term.*

This subject will be taught by a method as strictly inductive as circumstances will permit. Students are required to make observations of the physical and political conditions surrounding them. Methods by which home geography can be taught to children will be presented.

35a. *U. S. History. Five hours. Fall and Winter Terms.*

In this course the emphasis is not laid upon the acquisition of new facts, but rather upon the power of interpreting

them. Topics are chosen that are typical in their character, and which when grouped together will give a view of great movements and important phases of our history.

35b. *Reading.* *Five hours. Spring Term.*

This course will consist in reading a number of choice literary selections. The first requisite for the reader is to interpret the thought properly and catch the true spirit of the selection. Visualization, pronunciation and enunciation will be given due consideration.

36. *Nature Study.* *Two hours. Three Terms.*

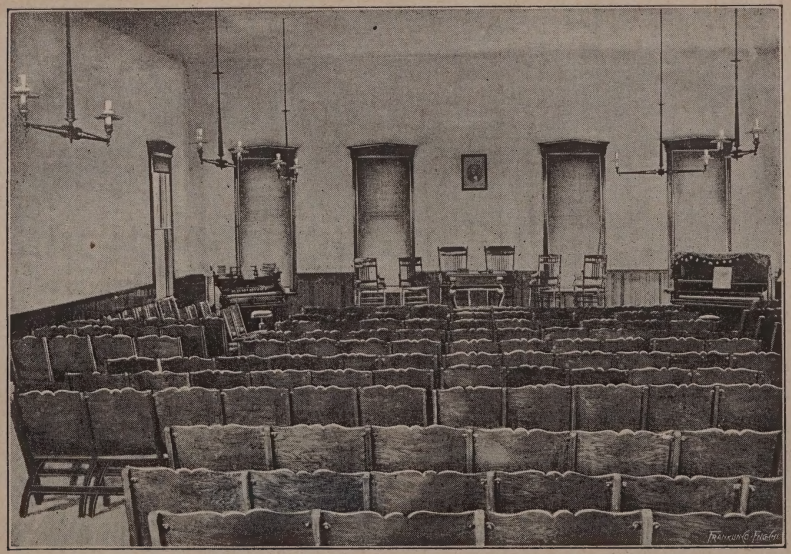
During the year the changing aspects of nature will be studied. Typical objects of nature will be selected for study in detail with the view of learning how to teach nature study in the public schools.

32. *Vocal Music.* *Two hours. Three Terms.*

Instruction in music will serve to add to the general culture of the student and will also prepare him to meet the requirements in music that are demanded of the teacher in a number of states.

OBSERVE TEACHING AND PRACTICE TEACHING.

37. and 38.—After the student has acquired power and knowledge from the pursuance of the cultural and academic studies, and has thoroughly mastered the fundamental principles of the common branches he is required to make practical application of his teaching principles and theories. This can best be done by means of a model school in which the student is required to observe expert teaching, and to practice teaching under the direction and criticism of the instructor.



CHAPEL HALL.

Bible Department.

JONAS S. HARTZLER, Principal.....*Bible, Church History*
JOHN BLOSSER.....*Plan of Salvation, Acts*
SAMUEL G. SHETLER.....*Ordinances and Restrictions, Epistles*
C. HENRY SMITH.....*English*
WELLINGTON K. JACOBS.....*Vocal Music, Penmanship*

REGULAR COURSE.

As the field of usefulness for thoroughly devoted young men and women is constantly enlarging, the need of thorough Bible knowledge is becoming more and more apparent. The object of this course is to prepare consecrated laborers for more efficient work in the Church, the Sunday School, the Young People's Meeting, and the Mission Field.

Aside from the courses in Hebrew and New Testament Greek which are designed to enable the student to read the scriptures in their original languages, the Bible is studied for the purpose of finding out its spiritual import and its applications to daily life.

Those who have finished the Four Year Academic Course or have equal credits from other reputable schools may take this course provided they have had the required work in Greek.

During the time of the special Bible term the classes in Old and New Testament History will be postponed and students desiring to finish this course will be required to take a corresponding amount of work in the special term.

SUGGESTIVE CURRICULUM.

	FIRST TERM	SECOND TERM	THIRD TERM
	Hrs.	Hrs.	Hrs.
JUNIOR YEAR	Old Testament History....3	Old Testament History....3	Old Testament History....3
	*New Testament Greek....5	New Testament Greek....5	New Testament Greek....5
	Gospels....4	Gospels....4	Acts....4
	Hebrew....4	Hebrew....4	Hebrew....4
	Synthetic Bible Study....1	Synthetic Bible Study....1	Synthetic Bible Study....1
SENIOR YEAR	New Testament History....2	New Testament History....2	New Testament History....2
	New Testament Greek....3	New Testament Greek....3	New Testament Greek....3
	Theology....4	Theology....4	Theology....3
	Epistles....5	Prophecy....3	Church History....4
	*Hebrew....3	Church History....2	Prophecy....2
		Hebrew....3	Hebrew....3

*These subjects will not be given during the year 1903-04.

ELEMENTARY COURSE.

This course has been outlined for the special benefit of those who are not sufficiently advanced to take the Regular Course. Those who finish this course will receive a certificate of proficiency for the work done.

SUGGESTIVE CURRICULUM.

	FIRST TERM	SECOND TERM	THIRD TERM
	Hrs.	Hrs.	Hrs.
FIRST YEAR	Old Testament History....2	Old Testament History....2	Old Testament History....2
	Synthetic Bible Study....2	Synthetic Bible Study....2	Synthetic Bible Study....2
	Mosaic Law....4	Epistles....4	Epistles....4
	Orthography, Reading and Composition 5	Grammar....5 Penmanship....5	Grammar....5 Penmanship....5
SECOND YEAR	New Testament History....2	New Testament History....2	New Testament History....2
	Gospels....4	Gospels....4	Comparison of Religions....4
	Prophecy....4	Prophecy....4	Poetical Books....4
	English....4	English....4	English....4
	Vocal Music or Reading....3	Vocal Music or Reading....3	Vocal Music or Reading....3

PROGRAM OF COURSES.

BIBLE.

MOSAIC LAW.—A thorough understanding of the Law will enable the student to get a better conception of many portions of the New Testament. The manner in which it was observed and its effects upon the people are some of the special features of the work. The Bible is the only required text book.

PROPHECY.—This subject is studied in relation to its fulfillment, giving most attention to that part which refers to the birth, life, and death of the Savior, and the growth and prosperity of His kingdom. The similarity in style and thought of contemporary prophets is also brought out.

POETICAL BOOKS.—The lyrics and odes of the Poetical Books are studied and compared with other sacred literature, but the spiritual import contained therein is the primary reason for their perusal.

GOSPEL.—The Gospels are studied during the first and second terms of the first year. The chronological order in the events and teachings of the Savior are observed, but more attention is given to the application of His teachings to daily life. The motive and style of the writers are studied from their productions.

ACTS.—In the Gospels the seed is sown, in the Acts of the Apostles we see the fruit. The church is carefully traced from that little body of Jews in the city of Jerusalem until she is firmly planted on the three grand divisions of the Eastern Hemisphere and has become largely Gentile.

EPISTLES.—The Epistles are the medium through which the writers and the condition of the early church can be studied. Several of these letters are selected and studied exegetically with a view of applying their teachings to the church of today as well as to the life of the individual.

SYNTHETIC BIBLE STUDY.—This is the study of the Bible as a whole. It is the aim of this method of Bible study to bring together the different books and passages into one complete whole, and to enable the student to understand the proper relation of the different parts of God's word.

HISTORY.

Church History.—Two hours during the second term and four hours during the third term of the second year are devoted to the study of this subject. The growth of the church is traced from the times of the apostles showing the gradual rise of Romanism. Much attention is given to those Christians who held aloof from Catholicism and claimed to trace an unbroken line of bishops back to the times of the apostles outside of the State Church.

The last four weeks of the third term are devoted to the study of Mennonite history.

Old Testament History.—The social, political, and religious life of Old Testament times with their effects upon the people of God are studied direct from the Sacred text, with such other helps as the student may be enabled to get. Some attention is given to the chronological order of events but more to the leadings of God in the uneven life of the Hebrew nation.

New Testament History.—As in Old Testament History, no text aside from the Bible is required in the study of this subject. The student will find it to his advantage to bring with him any other books which will aid in learning the history of the four centuries of silence, the life of Christ, and works of the early church. Careful consideration is given to the journeys and works of the Savior, the growth of the early church and the conditions which led to the writing of the various epistles.

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Text books are used in the study of both Old and New Testatment History as outlined in the Elementary Course and the work will not be credited in the Regular Course.

THEOLOGY.

A knowledge of Theology is as much a part of a liberal education as a knowledge of any other science. It is placed in this course as a means of spiritual development and a more thorough preparation for general Christian work. Wakefield's text is used and treats of God and His Attributes, Authenticity and Inspiration of the Bible, Depravity

and Free Moral Agency of Man, Work of the Holy Spirit, Prayer, Repentance, Faith, Obedience, Regeneration, Sanctification, Resurrection, Judgment, and Future Rewards and Punishments.

COMPARISON OF RELIGIONS.

The success and failure, strength and weakness of Mohammedanism, Confucianism, Hinduism, and Buddhism are studied and compared with Christianity. This is an important subject for those who are preparing for mission work in the foreign field. The student forms a higher conception of the religion of Jesus Christ, and receives many thoughts which will be very helpful in winning the advocates of the above religions to the true Savior. Even every home worker should study this subject in order that he may realize more fully his duty toward fallen humanity beyond the sea.

NEW TESTAMENT GREEK.

The student will be required to complete two years of Classical Greek before taking up New Testament Greek.

First Year.—During this year the class will read the Gospels, review carefully the Etymology and Syntax of New Testament Greek, note its peculiarities, and master a vocabulary of a thousand words, many of which will already be familiar.

Second Year.—The reading from the Epistles, mastery of an additional vocabulary of a thousand words, and discussions on important doctrinal and spiritual truths, will be the work of this year.

The two years' work will enable the student not only to master the language but in many instances to be his own interpreter and to study independently the New Testament in its original language.

HEBREW.

The requirements for entering this course are the same as for Greek. Many passages of scripture, phrases and idioms, are directly quoted, by New Testament writers thereby adding Hebraisms which are difficult to understand unless the student is familiar with the original of the Old

Testament. A thorough knowledge of Hebrew is essential to Biblical scholarship.

This course will cover a period of two years.

First Year.—A thorough study of the Grammar, mastering the declensions of nouns and verbs, a vocabulary of a thousand words and sight reading from portions of the Pentateuch will be the work of this year. Familiarity with the text and accuracy in reading and translation will be the end desired.

Second Year.—The work of this year will include a thorough review of the Grammar, translations and interpretations from the Prophetical and Poetical books, and discussions of topics bearing a direct relation to the text being studied.

ENGLISH.

For English in the Elementary Course see page 15.

SPECIAL BIBLE TERM.

Not every one can afford the time and means required for an extended course in school, but there are few Christians who cannot, if in earnest, spend some time and money for this purpose. The Elkhart Institute has for several years offered a short Bible course in January giving an opportunity to those who could not be in school long, to devote four weeks to a thorough, systematic study of the Bible under competent instructors. New classes will be organized in Plan of Salvation, Ordinances and Restrictions, Acts of the Apostles, Epistles, Church History, and Sunday School Normal Work. Aside from these courses the student may take any of the following as outlined in the Elementary Course:—Gospels, Synthetic Bible Study, Prophecy, Penmanship, Vocal Music.

This course covers four weeks, January 6 to February 3, 1904.

For expenses for term see page 49.

Correspondence Department.

This department, though but a few years old, has proven to be a very successful and helpful part of our school. The greater part of the work done thus far has been in the Bible department. Many who would otherwise be deprived of school privileges have found in these lessons, which are taken through the mails, a most satisfactory help in preparing for more thorough work in the Sunday-School, Young People's Meeting and the Church service. No work will mean so much in real helpfulness to a Christian, as a careful, systematic study of the Word of God. Those who find it impossible to leave home and go to school for this purpose can let the school bring to them its aid for a better equipment for service.

The text-books are such as should be in every Bible student's hands. The work is outlined in sections and every one who can spare an hour or two each day can do very satisfactory work in any of the courses and feel himself repaid.

Courses are offered in Life of Christ, Acts and Epistles, and Old Testament studies. Successful work has been done by students who have a desire to learn and are willing to devote the necessary time to it.

Life of Christ, Old Testament studies, and Acts and Epistles are six months' courses. Tuition for either of these is $6.00, or, $3.00 for half of the course. Text-books for the above will be sent postpaid as follows:

Life of Christ.....$1.25
Acts and Epistles..... 1.25

METHODS OF INSTRUCTION.

The student is assigned certain portions to be studied, with such directions and questions as will enable him to get a thorough understanding of the work. At the end of the week a full report of the study, with answers to all the questions, and other written matter that may be required, is sent to the instructor to be criticised and returned with lessons and directions for the future.

Elocution Department.

ANNA E. YODER.....*Elocution, Physical Culture*
ALICE M. LANDIS.....*Voice*
JONATHAN M. KURTZ.....*Botany, German*
C. HENRY SMITH.....*Literature, History*
ANNA H. KAUFFMAN.....*Grammar*

SEMINARY COURSE.

This course is offered for ladies who desire to complete definitely outlined work along literary lines in connection with the special study of music or elocution. It is especially strong in the subjects of literature and history, and its purpose is to give such liberal culture as will fit young women for the various duties of home and public life.

For description of literary courses see Academic Department.

SUGGESTIVE CURRICULUM.

	FIRST TERM	SECOND TERM	THIRD TERM
	Hrs.	Hrs.	Hrs.
1ST YEAR	German.....5	German.....5	German.....5
	Grammar.....5	Grammar.....5	Elemen. English.....5
	Reading and Comp...5	U. S. History.....5	U. S. History.....5
	Music Rudiments....2	Sight Reading.....2	Harmony.....2
2ND YEAR	German.....5	German.....5	German.....5
	English.....3	English.....3	English.....3
	Phys. Geography....4	Phys. Geog. and Bot.4	Botany.....4
	Private Lessons....	Private Lessons.....	Private Lessons.....
3RD YEAR	Grecian History.....5	Roman History.....5	English History.....5
	English.....4	English.....4	English.....2
	Psychology.....5	Prophecy.....4	Physiology.....5
	Private Lessons.....	Private Lessons.....	Private Lessons.....

ELOCUTION.

Elocution does not consist in simply learning to recite a few poems correctly, but in carefully studying literature in order to understand what the author understood, to feel what he felt, to be able to know human nature in its different moods, and to cultivate the God-given faculty of speech.

Since the human voice can be employed to awaken and minister to the sense of the beautiful, it should be cultivated. Since training in elocution helps to make of us good readers and speakers, it is worthy of our study.

In class work special attention is given to proper breathing, correct and refined pronunciation of English words, and distinctness in utterance. Throat difficulties caused by misuse of vocal organs are overcome, a pure, strong musical voice is developed, and by physical training awkwardness in gesture is corrected.

The first reading work is colloquial, or common reading. Oratorical, grand, sublime, and reverential selections, or any style that the individual need of the student may require, are used in practice. The class work is a decided advantage to those planning to take the private work in the Seminary course.

PHYSICAL CULTURE.

This work is not confined exclusively to any particular method or system. The exercises are such as aim to give the body a symmetrical development and make it healthy and graceful. Experience has taught us all that students who study hard all day need this exercise as a rest for the mind.

The general work includes relaxing, walking and breathing exercises; Indian club, dumb-bells, wand and pole drills. With careful and persistent practice, such defects as stooping shoulders, incorrect poise of head, and acquired faults in the carriage of the body may be overcome. The results expected from this work are a development of weak muscles, freedom from awkwardness, a graceful bearing and ease and precision in the movement of the body.

Music Department.

BRENDA FISCHER.....*Piano, Organ, Harmony*
ALICE M. LANDIS.....*Voice, Assistant in Piano and Organ*
WELLINGTON K. JACOBS.....*Chorus, Oratorio*

The aim in this department will be to give thorough instruction and training both in the theoretical and the practical part of the art, and to this end only the best text-books and studies will be used.

It is difficult to designate a time limit for the satisfactory completion of any of the courses offered. Much depends upon the preparation made and upon the amount of time and careful attention the student can devote to it.

DIPLOMAS AND CERTIFICATES.

A diploma will be granted to all students who satisfactorily complete the three year's course in either piano or organ, combined with thetwo year's course in voice culture. These courses may be taken simultaneously. Students who satisfactorily complete either the course in piano, organ or in voice culture will be granted a certificate of proficiency.

O thorough knowledge of the rudiments of music as well as proficiency in sight reading is required for entering the course in voice culture.

DEPARTMENTS OF INSTRUCTION.

1. Piano; 2. Reed or Pipe Organ; 3. Voice Culture; 4. Rudiments and Sight-Singing; 5. Chorus and Oratorio; 6. History of Music and Harmony.

COURSES.

1. Piano. 2. Organ. 3. Voice.

PIANO COURSE.

Earnest and persistent efforts are made to keep in touch with the most approved modern methods of acquiring technique, which must be the foundation of all artistic

playing. Finger exercises, scales, arpeggios, wrist exercises, octave passages, are required in every grade. Special attention is given to the various kinds of touch and tone production. The following outline forms the basis for instruction:

1ST. YEAR. (Preparatory). Single exercises for finger and wrist development. Landon's "Foundation Material," Studies from Kœhler, Lœschhorn, Biehl, with pieces of corresponding difficulty.

2ND. YEAR. Studies from Duvernoy, Bach 15 Inventions, Czerny, Loeschhorn. Drills in scales, arpeggios, broken chords, Sonatines, Heller's Etudes. Selections from the best composers to develop, style and expression, History of Music.

3RD. YEAR. Etudes from Czerny, Cramer, Tausig, Scales in various accents, Kullak, Octave Studies, Sonatas from Beethoven, Haydn, Mozart, Bach's Preludes and Fugues, supplemented by selections from the classic and modern composers, Harmony.

LITERARY REQUIREMENTS

Reading—One term.
Grammar—Two terms.
Rhetoric—Two terms.

ORGAN COURSE.

1ST. YEAR. Studies in Piano Technique.

2ND. YEAR. Stainer's Organ Method, Landon's Organ Method supplemented with selections suited to the needs of the pupil.

HISTORY OF MUSIC.

3RD. YEAR. Preludes, Easier Fugues, Sonatas, and selections of various kinds by the best composers, Harmony.

LITERARY REQUIREMENTS.

The same as for the course in piano.

COURSE IN VOICE CULTURE.

The training of the individual voice is of the first interest here. Special attention will be given to tone placing,

breathing, and enunciation. The methods and studies will be varied according to the special needs of the pupil.

1ST. YEAR. Placing the tone, Breathing exercises; Study of all the intervals of the scale with Vowels; Concone's fifty lessons; Sight reading; Songs.

2ND. YEAR. Concone's twenty-five lessons; Leiber's Vocalises; Songs; History of Music; Chorus and Oratorio.

RUDIMENTS AND SIGHT SINGING.

This work will embrace a thorough explanation of all the fundamental principles of music—notes, time, keys, scales, intervals, chromatics and special attention given to the training of the ear. As the work advances, choruses and anthems are taken up.

CHORUS AND ORATORIO.

A mixed chorus is formed of all those sufficiently advanced in sight reading. The more difficult choruses and anthems are studied. The *Sunshine Male Chorus* affords an opportunity for gentlemen to obtain special work in sight-reading and ear-training. Public renditions are frequently given. None but the best music is studied.

THE ORATORIO CHORUS,

otherwise known as the Philharmonic Society, meets once a week preparing standard choruses and oratorios by the best classical composers. Among the latest renditions was the Oratorio "Messiah," by Handel, and the "Creation" by Haydn. The former is rendered annually. All students of the Music Department who have suitable voices for singing and who read music with sufficient facility are admitted to this chorus. The separate part practice by special directors during half of each rehearsal is a special feature of this work.

HISTORY OF MUSIC.

The work in History of Music will be presented in the form of regular recitations throughout one year. We cannot appreciate an author's composition without knowing something of the composer and the times and circumstances in which he lived. We deem this branch of study very essential to a broad musical education.

HARMONY.

In the department of Harmony the instruction will extend over a period of one year and will embrace a thorough knowledge of keys, scales, signatures, intervals, the construction and connection of chords, modulation, cadences, analysis of chord progressions and simple composition.

REPORTS.

Reports will be given at the close of each term, enabling the students to see more clearly the progress they are making.

RECITALS.

In the preparatory class, two Class Recitals will be given throughout the year, at which students will be required to take part.

In the second and third years, two Students' Recitals will be given during the year at which students will be required to take part and the public invited to attend.

ARTESIAN WELL, HIGHLAND PARK.

Commercial Department.

WELLINGTON K. JACOBS, Principal..... *Bookkeeping, Penmanship*
ALICE M. LANDIS..... *Shorthand and Typewriting*
C. HENRY SMITH..... *English, Civics*
N. E. BYERS..... *Economics*
J. S. HARTZLER..... *Commercial Law*
ANNA H. KAUFFMAN..... *Grammar*

COMMERCIAL COURSE.

Many a financial enterprise has been stranded on the rock of bad bookkeeping. A thorough knowledge of accounts is a protection in the management of business affairs. Since exactness, to the closest degree, is always required it leads to the formation of correct habits, which alone is a great element of success. It also develops the mental powers and provides a fund of practical knowledge useful in any business or vocation. Hence a thorough knowledge of Bookkeeping is a very essential factor in the preparation for life.

In order to meet the demands of the times for a more liberal commercial education, we have outlined a course including subjects which will enable students to occupy positions of trust and responsibility.

SUGGESTIVE CURRICULUM.

	FIRST TERM	SECOND TERM.	THIRD TERM
1ST YEAR	Bookkeeping.....	Bookkeeping.....	Jr. Actual Business.
	A. Arithmetic.....	Com. Arithmetic.....	Com. Arithmetic.....
	Penmanship	Penmanship	Com. Law.....
	Grammar.....	Grammar.....	Elementary English..
2ND YEAR	Bookkeeping.....	Banking and Corporations.....	Offices, Actual Business.....
	History of Commerce.		
	Short Hand and Typewriting.....	Com. Geography.....	Economics.....
		S. H. & Typewriting..	S. H. & Typewriting..
	English.....	English.....	Civics .....

The number of hours in English branches is shown in the schedules of Academic courses.

SHORT COURSE.

This includes instruction in the following subjects; Bookkeeping, Arithmetic, Commercial Law, Penmanship and Spelling. Students who have taken this course may receive credit for it on our Two Years' Course.

Students who finish their Budget work creditably will be admitted into the Junior Practical Department.

WHY YOU SHOULD ATTEND THIS SCHOOL.

The courses in the literary departments of the school are liberal, thoroughly up to date, and afford a large range of elective subjects to supplement the purely commercial branches, and at the same time instruction is given by specialists who are thoroughly competent.

SHORTHAND AND TYPEWRITING.

This includes instruction in Shorthand and Typewriting, Penmanship, Office Work, and Letter Writing, and the usual requirements in Orthography.

	FIRST TERM	SECOND TERM	THIRD TERM
ONE YEAR COURSE	Short Hand and Typewriting Penmanship Grammar English	Short Hand and Typewriting Letter Writing Grammar English	Short Hand and Typewriting Office Work Correspondence Elementary English

SUBJECTS.

BOOKKEEPING.—We teach the "Budget System" which is one of the most unique and practical systems extant. It is based upon the principle of "learning by doing," as from the very beginning business papers are presented to the student, as bookkeeper, from which he is required to make the proper entries in his books. Transactions of almost every form are introduced as the work progresses, from the most simple to the most complex, and this, together with the additional supplementary exercises covering different phases of the work, makes the training and drill of the student most thorough and practical.

ACADEMIC ARITHMETIC.—This work is offered for the benefit of students who need special drill in fractions and decimals preparatory to the work in Commercial Arithmetic.

COMMERCIAL ARITHMETIC.—Accuracy in figures is a qualification which, from a business standpoint, cannot be overestimated. A thorough knowledge of percentage and its applications, proportion, equation of accounts to partnership settlements is required of all students who take either of the commercial courses.

COMMERCIAL LAW —This subject covers what everybody should know of the laws governing contracts, deeds, mortgages, and the more common business transactions of every-day life.

BANKING.—(Merchants' National Bank.) The bank is thoroughly organized and the methods and system are similar to those used by banks. Students in turn fill all the different positions in the bank, and are held responsible while occupying the position. This work supplements the theory of banking as taught by the Budget system.

ACTUAL BUSINESS DEPARTMENT.

JUNIOR ACTUAL BUSINESS—After the student is sufficiently advanced in the theory of Bookkeeping he enters the *Actual Business Department*. He is given a capital of $1000.00 in college currency with which he starts in business as proprietor, and leases a store building suitable for his business, from the real estate office. Merchandise is bought and sold by sample between the students in this department and each pupil is required to keep an accurate record in his books of all business done. The "Sample Depository" contains a sample of every kind and quality of goods handled. The "Price Current Bulletin" regulates the price of goods for the day and is changed every morning. Prices are based on the actual market quotations of the goods handled.

A specially prepared Actual Business Guide determines the variety of transactions, and fully equipped offices, such as Wholesale house, supposed to be located in Chicago; a Commission house, located in New York; and Post Office, Real Estate and Freight offices and Bank, located in the city, are maintained for the training and accommodation of the students. This is the nearest approach to real business possible in the school room.

SENIOR ACTUAL BUSINESS.—Students having completed acceptably the work in the Junior Department are promoted to this department and take their turn in managing the different offices. A different position is assigned every day and the variety and volume of business in the offices affords the best possible training. This part of the work is limited to students of the two years' course.

COMMERCIAL GEOGRAPHY.—This consists of a study of the economic and commercial geography of the United States and the organization and routes of our international trade. The leading industries of different sections of the country are considered and a study is made of the foreign trade to which those industries give rise.

CIVICS.—See page 15. ECONOMICS.—See page 15.

ENGLISH.—See page 16.

PENMANSHIP.—The hand that responds to the dictates of the brain must be educated as well as the brain, in order to do its duty well. Plain, legible hand writing is a mark of culture and refinement.

Business Writing
as taught at the
Elkhart Institute
Clean, Neat, Legible
A. B. C. D. E. F. G. H
Learn to write well
Sun, Sun Run,

Specimens
by

W. K. Jacobs

Principal, Com. Dep't

History of Commerce.—Outlines of the history of Ancient, Mediaeval, and Modern Commerce, with special reference to the history of American Commerce.

Shorthand.—This art has become so important that it is now considered an indispensable part of a business education. Any young man or woman contemplating a business career should not neglect the oportunity of thoroughly mastering the art. We teach the Graham System, as modified by Day, which like all other Pitmanic systems is standard and practical.

Typewriting.—Students practice on the Smith-Premier, Remington, and Oliver Typewriters. The Van Sant system of Touch Typewriting is used. Special attention is paid to speed and accuracy.

Orthography.—Requirements the same as in all other departments.

REQUIREMENTS FOR DIPLOMA.

Students finishing the Two Years' Commercial Course are entitled to a Diploma. High school graduates or persons having college credits may finish this course in less than the specified time. Candidates for diplomas for Shorthand and Typewriting are required to finish the One Year course as outlined. The speed requirement for graduation is: transcribing twenty-five words per minute, on the typewriter, from shorthand notes written at the rate of one hundred words per minute. Students must be able to do *office* work satisfactorily before they will be recommended to fill *office* positions.

Certificates of proficiency will be granted to all students finishing either the short course in bookkeeping or shorthand.

POSITIONS FOR STUDENTS.

This school, like all other good schools, does not "Guarantee" positions for all graduates. Such promises are rarely kept, and if they are the positions obtained for students are often such that they might fill very acceptably without spending a lot of time and money for a commercial education. It has been our experience that students who are "prepared" have no difficulty in obtaining positions, and for such we have had more calls than we could fill. We help worthy students to obtain positions.

EXPENSES.

TUITION.

Including Laboratory and Gymnasium Fees; two private lessons per week in the Music course, and class lessons in Elocution in the Seminary course.

Classical, Scientific, Business, Stenographic and Music Courses.

Per term in advance.....$15.00

Academy, Normal, Bible and Seminary Courses.

Per term in advance.....$12.00

(Half rates to ministers.)

Short Bible Course, four weeks.....$ 4.00

(Free to ministers and their wives.)

ELOCUTION AND MUSIC.

Private Lessons in Elocution, Physical Culture, Voice Culture or Instrumental Music, per lesson.....$ .50

CORRESPONDENCE DEPARTMENT.

Life of Christ, Epistles, or Old Testament Studies, for six months' work, each branch.....$ 6.00

Three months..... 3.00

BOARD AND ROOMS.

Board at the Institute Dining Hall, for any number of weeks less than a full term, per week *in advance*..$ 1.75

When paid for the term in advance the following rates will be made

First term.....$20.50

Holiday week additional..... 1.75

Second term..... 19.20

Third term..... 20.50

Any number of meals less than a full week 10 cents per meal.

Furnished rooms in private families, two in a room, per week..... .50

Furnished rooms in private families, two in a room, heated with steam or furnace..... .75

Tuition and Board must be Settled in Advance. No tuition will be refunded except in case of protracted sickness, or by order of the Faculty.

General Information.

COURSES OF STUDY

This catalogue gives a complete outline of the courses of study offered by the Elkhart Institute. Any one desiring to begin a particular branch of study should note carefully in the catalogue the date on which such branch begins in the regular course. Extra classes will be formed only when four or more students desire to take up the same study at the same time. Correspondence is invited when any special study is desired.

ARRIVAL OF STUDENTS.

Due notice should be given the Secretary of the time and train on which students will arrive, so that they may be met at the depot.

Students should leave their baggage at the depot, retain their checks, and come directly to the Institute building on Prairie Street, where arrangements may be made for room and board.

ROOMS.

It is necessary that students should have quiet rooms in which to study and rest aside from school hours. Arrangements have been made with private families to furnish carpeted rooms with bed-room set, stove, chairs, table and lamp. These will be rented to students at fifty cents per week for each student where two room together. Rooms heated with steam or furnace heat will cost each student seventy-five cents per week.

REPORTS.

Reports of students' work are regularly made at the end of each term. These are sent to the parents or guardians when desired. Reports will be made to parents, if requested, each month.

TEXT-BOOKS.

Students should bring with them their own text-books in the studies they wish to pursue. Text-books are on sale at the Institute at the rate charged by the city stores. At the end of the term students may return the books they have used and receive the price charged less twenty per cent. for use.

PHYSICAL CULTURE.

All students will be required to take some work in Physical Culture during the winter months, unless excused by the Faculty. Gentlemen will have free access to gymnasium and bath rooms. Ladies will get class lessons in physical culture free of charge.

INSTITUTE MONTHLY.

This is a sixteen-page paper published in the interest of education and spiritual progress. It serves as a medium for literary work, and as a means of communication between present and former students. The columns of the Institute Monthly contain matter that is suggestive and helpful. Subscription price, 50 cents per year. Any profits derived from the publication of this paper will be applied in paying the general expenses of the school.

THE INSTITUTE DINING HALL.

The Board of Directors controls the Institute Dining Hall. A plenteous supply of wholesome, nourishing food is furnished to the students at a very small margin above actual cost. The advantages of this plan are obvious. The necessary expenses are thereby greatly reduced.

LABORATORIES.

The chemical laboratory is equipped with gas connections, evaporating hood, a full line of chemical supplies, and individual students' desks which are supplied with Bunsen burners and the necessary reagents and apparatus.

Among the more prominent pieces of apparatus in the physical and biological laboratory are an air-pump, chemical balances, rotary apparatus, pendulums, electrical machine, electrical battery, models and manikin, compound microscope and tables with apparatus for individual experimentation.

LITERARY SOCIETIES.

Four Literary Societies, conducted by students, are in successful operation under the general supervision of the Faculty. They give ample practice for original composition and public speaking.

The Aurora Society and C. M. A. Debating Club are for young men. They afford good training in logical debate and parliamentary law.

The Avon and Vesperian Societies are open to all young women. They give opportunity for practice in music, reading, and original composition.

Conjoint meetings, open to the public, are held every Friday evening. Separate meetings are held by each society on every Monday evening.

The Students' Library Association is organized for the purpose of adding books to a library established by the Association. The Association draws on the funds of the literary societies for its support, and only such persons as are members of one of the literary societies of the school are eligible to membership to the Student's Library Association.

DIPLOMAS AND CERTIFICATES.

Diplomas will be given to all students who finish the work as outlined in the Classical, Scientific, Normal, Academy, Regular Bible, Seminary, Commercial, and Stenographic Courses, on condition that they have been students at the Institute at least one year.

Those who have completed the Elementary Bible Course or have attained the required degree of proficiency in Shorthand and Typewriting, or Bookkeeping, Commercial Arithmetic, Commercial Law and Penmanship will be given a certificate showing the work actually done. Diploma fee $3.00, certificate fee $1.00.

KINDERGARTEN.

This department is in charge of an experienced kindergartner and is open only during the summer months.

ENDOWMENT FUND AND DONATIONS.

The endowment fund has been materially increased during the last year, and a considerable amount has been

received in donations. We hope that those who wish to make wills or donations in favor of the various church institutions, will also remember the Elkhart Institute.

MISSION WORKERS' FUND.

A number of workers for the home and foreign mission fields have received their preparatory training at the Elkhart Institute, and are now actively engaged in mission work.

The courses of study offered provide for thorough training in language and Bible work, and excellent opportunities are afforded for actual experience in Christian work while attending the school. Worthy young men and women who wish to prepare for foreign mission work, and are without the means of meeting the necessary expenses, will receive their tuition free, if in the estimation of the Faculty they are capable of engaging in work in the foreign field. Any funds donated to meet the expenses of such students will be applied as requested by the donors, and for no other purpose.

RELIGIOUS ORGANIZATIONS.

The Young People's Christian Association, a religious organization, is doing aggressive Christian work among the students and has general oversight of the religious work of the school.

The devotional meeting, which has been a source of much spiritual blessing, meets once a week. One meeting each month is devoted to the subject of Missions. A special effort is made to help students to form the habit of regular devotional Bible study, and for this purpose Bible classes are organized which meet once a week for review of the daily studies. A full Four Year course is outlined for this work. First year, Gospels; Second Year, Acts and Epistles; Third Year, Old Testament characters; Fourth Year, Doctrines of Christ and the Apostles. A course in the study of Missions is also given, the class meeting regularly and studying the various phases and fields of missionary work.

Delegates are frequently sent to Student's Conferences to get the best methods for Christian work in school.

ALUMNI ASSOCIATION.

The Elkhart Institute Alumni Association was organ-

ized April 13, 1901. Its object is "to maintain school friendships and a strong school spirit, to further the interests of the institution it represents, and to promote higher education."

The Association has an endowment fund the income of which shall be used for some worthy purpose in connection with the Institute.

FORM OF BEQUEST.

I hereby give, devise, and bequeath to the Elkhart Institute, at Elkhart, Ind., the sum of ———to be used as——— (place here, Endowment Fund, Students' Fund, or such other purpose as the donor may desire.)

STUDENTS' COUNCIL.

In order to facilitate the most helpful relations between the Faculty and student body the Chairman of the Faculty meets once every four weeks with representatives of the various students' organizations. The problems of the school are discussed from the student's standpoint, the policy of the Faculty is explained, and all suggestions of the students are carefully considered. We believe that this has aided in maintaining the feeling of good will so evident between teachers and students.

DISCIPLINE.

It is the aim of the Faculty to maintain such discipline as will make it possible for the students to do their best work and form good habits of conduct. The Chairman of the Faculty and Preceptress enforce the regulations as outlined by the Faculty and try to aid each individual student, by advice and criticism, to cultivate that spirit which seeks not only that which is best and noblest for self, but which has even a greater concern for the highest welfare of every member of the school.

LABORATORY FEES.

The tuition paid by academic students covers the cost of chemicals and the use of the apparatus needed in the study of Chemistry, Botany, Zoology and Physics, but does not provide for the breakage of apparatus.

LIBRARY.

The library contains a large number of books, carefully selected from the best authors, both ancient and modern.

All students have free access to the books, reference works and periodicals in the library.

Three sets of Encyclopedias, Matthew Henry's Commentaries, Ridpath's Histories and other books of reference are found on the library shelves.

The missionary alcove contains a well-selected list of religious and missionary books. A new set of missionary Encyclopedias has lately been added.

Among the periodicals are the following: North American Review, Review of Reviews, Current Literature, Success, Pathfinder, Missionary Herald, etc.

Rules and Regulations.

I. All students are required:
   1. To attend chapel every day.
   2. To abstain from the use of tobacco and profane language on the Institute premises.

II. Non-resident students are required:
   1. To attend Sunday-school and one church service each Lord's day at their regular place of worship.
   2. To be in their rooms at 8 P. M., except, (a) On Saturday, when the time is extended to 10 P. M. (b) When attending church services. (c) When attending meetings at the Institute, after which services or meetings they shall go immediately to their rooms.

III. Lady students shall not receive gentlemen callers at their rooms.

IV. Students must select rooms from among those approved by the Faculty.

V. Lady and gentlemen students shall not take rooms in the same home.

VI. Persons furnishing rooms to students shall report all violations of these rules to the Faculty.

THE ELKHART INSTITUTE ALUMNI ASSOCIATION.

OFFICERS.

J. S. Umble.....*President*
D. B. Zook.....*Vice-President*
Lavona Berkey.....*Recording Secretary*
Lina Zook.....*Corresponding Secretary*
C. E. Bender.....*Treasurer*

MEMBERS.

Baumgardner, Mrs. Elizabeth, '02.....Masontown, Pa.
Bender, C. Edward, '01.....Elkhart, Ind.
Bergey, Amelia, '02.....New Dundee, Ont.
Berkey, Lavona, '01.....Elkhart, Ind.
Brunk, Adeline V., '01.....Elkhart, Ind.
Byers, Mrs. Emma, '98.....Elkhart, Ind.
Christophel, Anna E., '02.....Goshen, Ind.
Christophel, Walter B., '02.....Goshen, Ind.
Coffman, Fannie E., '02.....Elkhart, Ind.
Detweiler, Mrs. Bertha Z., '02.....Dhamtari, India.
Detweiler, Irvin R., '01.....Dhamtari, India.
Ebersole, Frank S., '01.....Sterling, Ill.
Gingerich, Solomon F., '02.....Elkhart, Ind.
Hansaker, Edward E., '02.....Masontown, Pa.
Holdeman, Anna C., '01.....Elkhart, Ind.
Honderich, Mrs. Olivia G., '01.....Goshen, Ind.
Honderich, Samuel, '00.....Goshen, Ind.
Kurtz, Alta, '02.....Ligonier, Ind.
Kurtz, Jonathan M., '01.....Elkhart, Ind.
Landis, Bessie A., '02.....Sterling, Ill.
Lapp, George J., '02.....Evanston, Ill.
Minnich, Lillie F., '02.....South English, Ia.
Moyer, Anthony C., '01.....Elkhart, Ind.
Musselman, John S., '01.....Intercourse, Pa.
Royer, Isaiah W., '00.....Orrville, O.
Rutt, Albert B., '02.....Chicago, Ill.
Schertz, Lydia, '02.....West Liberty, O.
Steiner, A. J., '00.....Bluffton, O.
Steiner, John L., '01.....Elkhart, Ind.
Stutzman, Lydia B., '02.....West Liberty, O.
Umble, John S., '01.....West Liberty, O.
Yoder, Orie C., '02.....Wooster, O.
Zook, David B., '02.....Elkhart, Ind.
Zook, Frances R., '02.....Allensville, Pa.
Zook, Lina, '01.....Elkhart, Ind.

REGISTER OF STUDENTS.

From Feb. 1, 1902, to Feb. 1, 1903.

ACADEMIC DEPARTMENT.

Albrecht, Delia.....Ill
Albrecht, Sadie Ill

Baumgardner, B. F.....O
Baumgardner, Mrs. E....Pa
Beaver, Harry .....Ind
Beck, Clara.....Ind
Bender, C. E.....Ind
Berkey, Lavona.....Ind
Beutler, Magdalene.....Ind
Blosser, C. R.....O
Blosser, C. B.....O
Blosser, Sharon.....O
Bontrager, C. F.....O
Bontrager, Joseph H.....O
Brown Glenn.....Ind
Brunk, Jacob B.....O
Burkey, Fred.....Ill
Burrell, J. W.....Ind
Bush, Ellen.....Ind
Buzzard, J. C.....Ind
Buzzard, Rufus.....Ind
Byler, John I.....Pa

Christophel, Anna.....Ind
Christophel, John B.....Ind
Christophel, Martha.....Ind
Christophel, W. B.....Ind
Coffman, Fannie E.....Ind
Cole, Genevieve.....Ind
Cripe, Blanche.....Ind

Dierberger, P. W.....Neb
Dinehart, Alice .....Ind

Eash, Levi S.....Ind
Ebersole, Cora.....Ill
Ebersole, Reuben R.....Ill
Ellis, Emma J.....Kan

Felt, N. Elliott.....Ind
Fett, Amos.....O
Felthouse, Walter.....Ind
Flickinger, Joseph O....Ind

Gingerich, S. F.....Ia
Graybill, William W.....Pa
Greenwalt, Lulu .....Ind
Groff, Frank.....Ind

Hansaker, Edward E.....Pa
Hartzler, John E.....Mo
Hartzler, John M.....Pa
Hartzler, Simon C.....O
Hartzler, Vernon S.....Ind
Hess, Mumma E.....Pa
Hochstetler, Menno H....Ia
Holdeman, Anna.....Ind
Holderman, Edna.....Ind
Hollingshead, H. E.....Ind
Honderich, Mrs. Olivia...Ill
Honderich, Samuel.....Ind
Hoover, Anna.....Ind
Hostetler, Rossie.....Ind

Juday, Earl.....Ind

Kile, Miriam.....Ind
Kulp, Ella .....Ind
Kulp, Nancy B.....Ind
Kurtz, Alta.....Ind
Kurtz, Lydia.....O

Landis, Bessie.....Ill
Landis, J. E.....Pa
Landis, Lena.....Ill
Lapp, Geo. J.....Neb
Lehman, Grace .....Ind
Lehman, M. C.....O
Liechty, Lydia.....O
Leinhart, Calvin.....Ind
Long, Maud.....Ind

Malick, Katherine.....Ind
Martin, Lela.....Ind
Mast, Mary Bessie .....Ind
McDonald, C. O.....Ind
Miller, Civilla.....Ill
Miller, Joseph Y.....Ill
Miller, Samuel T.....Ill

Minnich, Lillie A.....Va
Mishler, Levi C.....Ind
Moore, Myrta.....Ind
Moyer, W. C.....Ind
Musselman, Ella Mae....Pa
Neu, Frank.....Ind
Pearson, Lewis E.....Mich
Ramer, Mary.....Mo
Ramer, J. A.....Mo
Ramseyer, Alvin C.....O
Reist, Henry F.....Pa
Rutt, Albert B.....Ind
Rutt, Eli J.....Ind
Rutt, Guy H.....Ind
Sarjent, Mabel.....Ind
Schertz, B. J.....Ill
Schertz, L. C.....Ill
Schutt, Olive .....Ind
Schwarzkopf, H.....Ind
Searer, Mary A. W.....Ind
Seiler, Edna.....Ind
Shank, John R.....Mo
Shanower, Jennie M.....O
Shantz, Cora.....Ind
Shasberger, Arthur.....Ind
Shirk, Burt.....Ind
Shirk, Clyde.....Ind
Stafford, Gertrude.....Ind
Stover, Henry.....Mich
Stump, C. R .....Ind
Stutzman, Lydia B.....O
Summer, P. D.....Ill
Swartz, Sherman.....Va
Teeter, William H.....Ind
Thut, John .....O
Thut, Mary.....Ind
Van Auken, Althea.....Ind
Weldy, Leander, A.....Ind
Welter, Charles H.....Ind
Wenger, Ella.....Ind
Wenger, John.....Ind
Wert, Edna.....Ind
Whittig, Barbara .....Ind
Wishart, Hazel.....Ind
Work, Samuel J.....Ind
Yoder, Carrie.....Ind
Yoder, D. J.....Ia
Yoder, J. S.....O
Yoder, Lucinda.....O
Yoder, Mamie.....O
Yoder, Mary E.....O
Yoder, O. C.....O
Zook, Bertha.....Ind
Zook, D. B.....O
Zook, Frances B.....Pa

Total 134.

BIBLE DEPARTMENT.

Annacker, Anna.....Ill
Brunk, Jacob B.....O
Burkey, Fred.....Ill
Christophel, Anna.....Ind
Detweiler, Bertha.....India
Detweiler, I. R .....India
Dierberger, P. W.....Neb
Eash, Christian.....O
Eash, Levi S.....Ind
Ebersole, Cora.....Ill
Ebersole, Hattie.....Ill
Gingerich, Alvin S.....Ill
Graybill, William W.....Pa
Greenawalt, Lulu.....Ind
Hartzler, J. E.....Mo
Hartzler, Simon C.....O
Holdeman, Anna.....Ind
Hollingshead, H. E.....Ind
Honderich, Olivia G ....Ind
Honderich, Samuel.....Ind
Huber, Abram.....O
Johns, Luella .....Ind
Kauffman, Lucy.....Ind
King, Anna M.....O
Koeder, Lydia D.....Ind
Kulp, Anna.....Ind
Landis, J. E.....Pa
Lantz, P. R.....O
Lapp, Geo. J.....Neb
Lehman, M. C..... .....O

Lind, N. A.....O
Loucks, Emma.....Ind

Miller, Civilla.....Ill
Miller, Joseph Y.....Ill
Miller, Mattie W.....O
Minnich, Lillie A.....Va

Nunemaker, Mary.....Ill

Ramer, J. A.....Mo
Reist, Henry F.....Pa
Rutt, Frances.....Mo
Rutt, Henry.....Mo

Schertz, Lydia.....Kan
Schertz, L. C.....Ill
Scott, L. W.....Ind
Senger, Rudy.....O
Shank, John R.....Mo
Siegenthaler, Lena.....O
Shantz, Cora.....Ind
Stalter, James.....O
Stutzman, Anna.....Ind

Weaver, Anna.....Ia

Zook, Frances R.....Pa

Total 52.

COMMERCIAL DEPARTMENT.

Albrecht, William L.....Ill
Aman, Clara.....Ind

Bentz, Cora.....Neb
Brown, Glenn.....Ind
Bush, Ellen.....Ind

Carpenter, Ruby.....Ind
Christophel, W. W.....Ind
Cooper, Anna.....Ind

Draggoo, Mary.....Ind

Ecker, Harley W.....Ind

Fett, Amos.....O
Felt, N. Elliott.....Ind
Felthouse, Walter.....Ind

Gehman, William.....Ont
Gingerich, Alvin J.....Ill
Gliessman, Theresa.....Ind
Goard, Emma.....Ind
Golden, Ruby.....Ind
Grady, Pearl.....Ind
Groff, Frank.....Ind

Henry, F. S.....Ind
Harrington, Chester....Ind
Hess, Mumma E.....Pa
Holdeman, J. L.....Ind
Householder, Debolt.....Ill

Jones, Harvey O.....O

Kane, Arthur.....Ind
Kohl, Almira.....Ind
Kurtz, Orvin.....Ind

Landis, J. C.....Pa
Leaman, Barbara.....Pa
Lind, N. A.....O

Mather, James.....Ind
Merritt, Julia.....Ind
Maust, Arthur A.....Pa
Miller, W. C.....Ind
Moyer, A. C.....Ind
Mullet, John O.....Ind

Nunemaker, Samuel.....Ind

Paulus, Norena.....Ind
Penrose, Irvin E.....Ind
Puterbaugh, Charles....Ind

Reed, Avis.....Ind
Reisner, Naomi.....Ill

Senger, Henry M.....O
Snyder, Oscar C.....Ont
Stover, Henry.....Mich
Schwartz, Hazel.....Ind
Stocker, August.....Ind
Stutzman, D. E.....O
Surls, R. H.....Ind

Umbenhour, Leona.....Ind

Wagner, Marjorie.....Ind
Weaver, Anna M.....Ia
Wenger, A. W.....Ia
Wenger, J. E.....O
Weyrick, Viola.....Ind
Willson, Goldine.....Ind

Zook, S. Herman.....Pa

Total 59.

ELOCUTION AND PHYSICAL CULTURE DEPARTMENT.

Autenrieth, Anna.....Ind
Beck, Anna.....Ind
Bostwick, Pearl.....Ind
Brunk, Adeline.....Ind
Bennett, Nellie .....Ind
Blass, Maud.....Ind
Coffman, Fannie.....Ind
Cimmerman, Raymond.Ind
Coffman, Barbara.....Ind
Durham, Mary.....Ind
Frederick, Jena.....Ind
George, Mrs. Lester.....Ind
Hunt, Mary.....Ind
Knopper, Alene.....Ind
Lehman, Joseph.....Ind
Lehman, Grace.....Ind
Leicty, Glee.....Ind
Punches, Helen.....Ind
Paulus, Mrs. H.....Ind
Rennoe, Genevieve.....Ind
Rutt, Edward.....Ind
Shea, Isabella.....Ind
Stutzman, Lydia B.....Ind
Schaffer, Katherine.....Ind
Shaffer, Jennie.....Ind
Sackett, Mabel.....Ind
William, Eveline.....Ind
Wenger, Ella .....Ind

Total 28.

CORRESPONDENCE DEPARTMENT.

Buckwalter, Ira.....Mo
Brunk, Gabriel.....O
Brunk, J. B.....O
Brenneman, J. P.....O
Brenneman, Susanna.....O
Baer, Bertie L.....Va
Culp, Rebecca.....O
Conrad, C. M Ill
Detweiler, Katie.....Va
Good, Loma.....O
Good, Anna.....O
Huber, Lydia.....O
Hunsberger, Noah.....Ont
Hooley, Fannie R..... Pa
Hamilton, J. T.....Minn
Kauffman, Eva.....Ind
Kornhaus, David.....Minn
King, S. S.....Pa
Kauffman, Ida.....Pa
Kanagy, E. H.....Pa
Kurtz, D. H.....Va
Lehman, Alma.....O
Miller, Mary.....O
Mosemann, John H.....Pa
Mast, D. M.....Ind
Ross, Jennie.....O
Rickert, Margaret.....O
Tschantz, Fanny.....O
Shank, Emma A.....Mo
Shenk, Anna.....O
Shenk, L. J.....O
Shenk, M. S.....O
Shenk, R. J.....O
Seitz, John B.....Pa
Smith, Henry.....O
Steman, Lydia.....O
Steman, Martha.....O
Yoder, C. Z.....O
Yoder, Nannie M.....Pa
Yoder, Anna V.....O
Yoder, L. S.....Ind
Yoder, S. K.....Pa

Total 42.

MUSIC DEPARTMENT.

PRIVATE LESSONS.

Albrecht, Delia.....Ill
Albrecht, Sadie.....Ill
Acker, Mrs. C. A.....Ind
Anderson, Andrew.....Ind
Berkey, Lavona.....Ind
Berkey, Della.....Ind

Bowman, Agnes.....Ind
Bowman, Eunice.....Ind
Beardsley, Helen.....Ind
Boice, Berdine.....Ind
Christophel, Anna.....Ind
Carpenter, Mona.....Ind
Cronk, Helen.....Ind
Frink, Miriam.....Ind
Geise, Teddie.....Ind
Hartman, Pansy .....Ind
Harter, Wilma.....Ind
Juday, Earl.....Ind
Kulp, Anna.....Ind
Kulp, Ella.....Ind
Kurtz, Alta.....Ind
Lee, Grace.....Ind
Landis, Lena.....Ill
McLaughlan, Nora.....Ind
Musselman. Ella.....Pa
Pugh, Bertha.....Ind
Punches, Helen.....Ind
Schwin, Helen.....Ind
Senger, Rudy.....O
Shaw, Georgia.....Ind
Shaw, Gertrude.....Ind
Stanton, Frances.....Ind
Wells, Mary.....Ind
Yoder, Lucinda.....O

Total 34.

SUMMARY—Feb. 1, 1902, to Feb. 1, 1903.

ENROLLMENT BY DEPARTMENTS.

Academic	134
Commercial	59
Bible	52
Elocution and Physical Culture	28
Correspondence	42
Music—Private Lessons	34
Music—Chorus	95
Total	444

Total enrollment, counting each pupil but once.....328

Students have been registered from eleven states and Canada.

In the Music Department ninety-five students are registered who did chorus work under the auspices of the Philharmonic Society, but whose names are not given in the above registration. A number are registered also for private lessons in music and elocution who were not regular daily students at the Institute. The above summary includes all the names of these different classes of students.

The Summer School.

1903

JUNE 16 TO AUGUST 7.

FACULTY.

S. F. Gingerich, Principal....*Mathematics, English, Pedagogy*
J. S. Hartzler.....*Geography, Reading Circle Work, History*
W. K. Jacobs.....*Commercial Branches, Vocal Music*
Fannie E. Coffman.....*Latin, Sciences*
Anna Beck.....*Kindergarten*
Lena Lenhardt.....*French*

CURRICULUM.

History and Government.—United States History, English History, Civil Government, General History.

Botany.—Teacher's Course.

Physiology.

Geography.—Descriptive and Physical.

Arithmetic.—Cook—Cropsey's text.

Algebra.—Elementary.

Geometry.—Plane.

Latin.—Cicero.

French.—Private lessons.

English.—Grammar, English Masterpieces, American Literature.

Pedagogy.—Methods of Teaching.

Psychology.

Vocal Music.—Rudiments.

Drawing.

Reading Circle.—Indiana Teacher's Course.

Kindergarten.

Commercial department.—Bookkeeping, Banking, Commercial Arithmetic, Commercial Law, Shorthand, Typewriting, Penmanship, Correspondence.

DESCRIPTION OF COURSES.

Instruction in the common branches will be given with special reference to the wants of teachers and those preparing to teach. While the subject matter of the texts will be thoroughly reviewed, special emphasis will be placed upon the method by which the studies can be best taught to children.

Instruction will be given in the rudiments of music and on reading circle work with the view to enable the student to meet the requirements of the examination for Indiana teachers.

The purpose of the courses in Psychology and Pedagogy is to make the student acquainted with the general method of mind activity in the acquisition of knowledge, to lead to a sympathetic study of child-mind, and to acquire a knowledge of the best methods of instruction.

A number of courses in the regular Academic subjects are offered for the advantage of students preparing for colleges, and of teachers and others who desire broader knowledge and culture. Classes may be organized in other subjects not given in the Curriculum provided four or more students desire the same subjects.

The aim in the Commercial department is to give a short, thorough, practical course in the subjects usually offered in this department.

Regular kindergarten work will be done giving all who desire an opportunity to observe such work, and to take training in the same.

TUITION.

$8.00 for the term, or $1.00 per week.

BOARD.

$12.80 for the term, or $1.75 per week.

ERRATA.—The date of opening and closing of the Summer School in 1904 should be June 28—August 19, 1904, instead of the dates given in the Calendar on inside of first cover page.

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